



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

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GOVERNMENT OF ASSAM  
ORDERS BY THE GOVERNOR  
DEPARTMENT OF SCHOOL EDUCATION

**NOTIFICATION**

The 17th January, 2025

**No.E-545972/323.**-In exercise of the power conferred by the section 30(m) of ASSEB Act,2024,the Governor of Assam is pleased to accord approval to the Regulation of the newly constituted Assam State School Education Board (copy enclosed) passed in the Board resolution No.ASSEB01/02/01 Dated 7<sup>th</sup> January, 2024.

**SHAH NAWAZ CHOWDHURY,**  
Secretary to the Government of Assam,  
Department of School Education.

**THE ASSAM STATE SCHOOL EDUCATION BOARD REGULATIONS, 2024**

[Passed by the Board vide Resolution No ASSEB01/02/01 dated 07<sup>th</sup> January 2025 through resolution by circulation]

In exercise of power conferred under Section 30(1)(2) of the Assam State School Education Board Act, 2024 (Assam Act No. XI of 2024), the Assam State School Education Board makes the following Regulation governing (i) the recruitment, salaries, and conditions of service of the officers and staff, (ii) constitution of Committees and functions of such Committees, (iii) management of fund and financial discipline, (iv) recognition and affiliation of the schools, (v) registration of candidates, and (vi) conduct of examinations, evaluation and publication of results thereof under the Assam State School Education Board. This Regulations shall, subject to approval by the State Government as per provision of Section 30(m) of the Act, be called "The Assam State School Education Board Regulations, 2024," and after the aforesaid approval is accorded, be published in the Official Gazette.

**CHAPTER-I****1. Short title and commencement:**

- a) These Regulations shall be called the Assam State School Education Board Regulations, 2024.
- b) These Regulations shall govern and regulate
  - i) the recruitment and conditions of service of the officers and staff,
  - ii) constitution of Committees and functions of such Committees,
  - iii) management of fund and financial discipline,
  - iv) recognition and affiliation of the schools,
  - v) registration of candidates, and
  - vi) conduct of examinations, evaluation and publication of results thereof in/under the Assam State School Education Board.
- c) These Regulations shall come into force on the date of their publications in the Official Gazette.

**2. Definitions:**

In these Regulations, unless there is anything repugnant to the subject or context:

- a) "Act" means the Assam State School Education Board Act, 2024.
- b) "Appointing Authority" means and includes Secretaries of Divisions, as specified in Section 3(d) and Section 26 of the Act and any other officer authorized by the Board to appoint any officer and staff in its office.

- c) "Administrative Committee" means the Administrative Committee, as specified in Section 28 of the Act.
- d) "Appellate Authority" means (i) the Chairman of the Board in respect of an appeal preferred against any order passed/issued by the Vice Chairman and Secretary, and (ii) the Board in respect of an appeal preferred against an order passed/issued by the Chairman.

Provided an employee of the Board, being aggrieved, at the order(s) of the Appellate Authority, as stated in the preceding paragraph, may also prefer an appeal before the concerned administrative department of the Government.

- e) "Assam State Open School (ASOS)" means the schooling as explained in Section 3(v) of the Act.
- f) "Board" means the Assam State School Education Board as elucidated in Section 4(1)(2) of the Act.
- g) "Bank" means the bank as stated in Section 21 of the Act.
- h) "Budget" means the estimate of income and expenditure of the Board in a financial year.
- i) "Committee" means a committee or such other body as may be constituted by the Board under the provision of Section 28(1)(2)(3)(4)(5) of the Act.
- j) "Chairman" means the Chairman of the Board, as specified, in Section 6 of the Act.
- k) "Vice Chairman" means Vice Chairman, as specified in Section 6 of the Act.
- l) "Controlling Authority" means the appointing authority in the Board.
- m) "Controller of Examinations" means (i) the Officer responsible for conducting examinations from Class VI to Class VIII under the Division-I of the Board, as stated in Section 3(f)(i) of the Act, and (ii) the Officer responsible for conducting examinations from Class IX to Class X under the Division-I of the Board, as stated in Section 3(f)(ii) of the Act, and (iii) the Officer responsible for conducting examinations from Class-XI to Class-XI under Division-II of the Board, as stated in Section 3(f)(iii) of the Act.
- n) "Candidates" means the candidates of the examinations conducted by the Board, as stated in Section 17(ii).
- o) "Division-I" and "Division-II" mean Division-I and Division-II of the Board, as stated in Section 2 of the Act.
- p) "Direct Recruitment" means the mode of recruitment other than by promotion in the office of the Board, as elucidated in these regulations.

- q) "Employee" means an officer or a person employed by the Board, (i) and includes a Government employee in foreign service in terms under the Board, with such limitations as required under the relevant Government rules, and the terms of foreign service, (ii) but does not include a Government employee discharging service to the Board under the control of his/her controlling officer in the concerned department of the Government.
- r) "Education Department" means the department of the Government of Assam as explained in Section 3(h) of the Act.
- s) "Examination" means the examinations as stated in Section 17(ii)(xxviii) of the Act.
- t) "Fund" means the fund of the Board as elucidated in Section 3(g) and the Section 20 of the Act.
- u) "Financial year" means the financial year followed by the Government.
- v) "Government" means the State Government of the state of Assam.
- w) "Governing Body" means the body as elucidated in Section 3(n) of the Act.
- x) "High School" means the educational institution as stated in Section 3(j) of the Act.
- y) "Higher Secondary School" means the educational institution as stated in Section 3(k) of the Act.
- z) "Managing Committee" means the committee as stated in Section 3(m) of the Act.
- aa) "Notification" means the notification as stated in Section 3(s) of the Act.
- bb) "Officers" means those officers, enlisted in Section 16(1)(2)(3) of the Act and appointed by the Board.
- cc) "Principal Chief Accounts Officer" means the Financial Advisor to the Board as stated in Section 3(e) and 23(2) of the Act.
- dd) "Principal or Head Master" means the officer as explained in Section 3(i) of the Act.
- ee) "Recognized" means the status of an institution as stated in Section 3(o) of the Act.
- ff) "Regulations" means a regulation as explained in Section 3(p) and in the Section 30(1) the of the Act.
- gg) "Rules" means the Rules as explained in Section 3(q) of the Act.
- hh) "Secretary" means the Secretary of the of both of Divisions of the Board, as stated in Section 3(d)(i)(ii), 5(2) and Section 26 of the Act.



- ii) "Senior Secondary School" means the educational institution as stated in Section 3(l) of the Act.
- jj) "Secondary Education" means the class of education as explained in Section 3(r) of the Act.
- kk) "Student" means the students of the schools as described in Section 3(j)(k)(l) of the Act.
- ll) "State" means the State of Assam, as stated in Section 3(u) of the Act.
- mm) All the words and expressions used by not defined in these regulations shall have the same meaning as of the Act.

## **CHAPTER-II**

### **(Part-I)**

#### **STRENGTH & SERVICE OF THE OFFICERS AND STAFF OF BOTH OF THE DIVISIONS OF THE BOARD**

##### **1. STRENGTH OF OFFICERS & STAFF:**

- a) The strength of the officers and staff of the Board shall be such, as may be determined by the Board on the recommendation of the Administrative Committee from time to time. As per provisions of Section 16(2) of the Act, the Board may continue with the officers, as mentioned in the Section 16(1) of the Act or abolish all or any of such posts or create new post after retirement of any designated officer for smooth functioning of the Board. The new posts are to be created only against abolished posts.
- b) The Board, in accordance with the provision of Section 16(3) of the Act, may appoint such officers and employees after creation of new posts for such other officers and employees as it may consider necessary for efficient discharge of its functions, as mandated under the Act, on such terms and conditions as may be determined in this Regulations subject to the condition that creation of such posts should not increase the financial burden of the Board. Any fresh recruitment in any grade will be done following proper procedure like open advertisement, written examination or/and interview.
- c) As per provisions of Section 16(4) of the Act, after merger of the erstwhile Board of Secondary Education, Assam and the Assam Higher Secondary Education Council in the Board, all existing staff shall continue to work as per existing terms and conditions, as applicable, provided it is as per rule of the GoA/ Gol. However, the service of the officers and staff of the Board shall be transferrable from one Division to the other Division of the Board. Moreover, in the interest not enhancing the financial liability, after vacation of any existing post by the incumbent due to retirement, resignation or other reasons, such posts may be abolished by the Board. The Board may change the nomenclature of any or all of the existing posts in view of the change of

the nature of the work assigned to such post/posts. However, all the contractual posts will be regularized not before 3 years of proper functioning, provided that they were initially appointed through a regular advertisement, published through newspaper.

- d) Immediately after merger of the Board of Secondary Education, Assam and Assam Higher Secondary Education Council in the Board and in the interest of smooth functioning of the Board, at least 5(five) percent of the officers and staff of each Division of the Board shall be transferred from one Division to the other Division of the Board.
- e) The services of the officers and staff shall be utilized for holding examinations other than its own examinations as mandated to the Board as per provision of Section 17(xxviii) of the Act, by the Board.
- f) The officers and the staff of the Board shall consist of following grades and cadres of officers and staff on the date of commencement of these Regulations: The hierarchy of the Officers and Staff of the of the Board shall be as follows:
  - i) **GRADE –I:** It includes the cadre of –
    - a. Controllers of Examinations.
    - b. Joint Secretaries/Deputy Secretaries/Senior Academic Officer/Chief Accounts Officer.  
[The Joint Secretary/ Deputy Secretary (Finance & Accounts) shall act as the Chief Accounts Officer of the Board.]
  - ii) **GRADE –II:** It includes the cadre of –
    - a. Deputy Controller of Examinations.
    - b. Academic Officers/ Assistant Academic Officers
    - c. Senior Programmers/ Programmers/ Senior System Analyst and Programmer.
    - d. Deputy Controller, Assam State Open School.
  - iii) **GRADE-III:** It includes the cadre of-
    - a. Assistant Secretaries. Maximum 7 (seven) Assistant Secretaries at a time in each Division.
    - b. Audit Officer.
    - c. Superintendent. Maximum 9 (nine) Superintendents at a time in each Division.
    - d. Assistant Superintendent.
    - e. Senior Administrative Assistant.
    - f. Junior Administrative Assistant.
    - g. Drivers.
  - iv) **GRADE-IV**
    - a. Peon/ Duftry
    - b. Electrician.
    - c. Multi –Tasking Staff.
    - d. Mali/Waterman.

- e. Sweeper.
- g) Designation of the promotion posts of officers.
  - i) Senior Controller of Examinations or Controller of Examinations.
  - ii) Joint Secretary
  - iii) Senior Academic Officer or Deputy Secretary Academic
  - iv) Deputy Secretary Accounts or Chief Accounts Officer
  - v) Academic Officer
  - vi) Assistant Secretary
  - vii) Superintendent
  - viii) Senior Administrative Assistant
- h) Designation of the Direct Recruit Officers
  - i) Controller of Examinations and Deputy Controller of Examinations
  - ii) Assistant Academic Officer
  - iii) Deputy Secretary
  - iv) Accounts Officer
  - v) Deputy Accounts Officer

## **CHAPTER-II**

### **(Part-II)**

#### **MODE OF RECRUITMENT AND QUALIFICATION OF CANDIDATES FOR THE POSTS AS DESCRIBED IN CHAPTER-I IN BOTH OF DIVISIONS OF THE BOARD.**

(NOTE: While advertisement of Posts, the Board may fix only other extra qualifications, as per need)

1) **Controller of Examinations:**

- a. Qualifications: (i) Post graduate degree in Arts/Science/Commerce having at least 60% marks (or its equivalent grade etc.) from a UGC recognized University or (ii) Post graduate degree in Computer Science/ MCA having minimum 65% marks in aggregate, or (iii) ME/M.Tech in any subject of Engineering with 65% of marks from a UGC/AICTE recognized University/ College.
- b. Experience: Minimum 10 (ten) years of administrative and teaching experience, of which (i) at least 5 (five) years is required to be of teaching experience as Assistant Professor in a College / University, (ii) Deputy Secretary (Examinations) or equivalent post or Deputy Controller of Examinations or equivalent post in a Government or Semi Government organization/ institution of similar nature of Assam State School Education Board shall be considered as administrative experience, and (iii) the teaching experience required for the post of the

Controller of Examinations may be waived in the cases of the candidates working as the Controller of Examinations in any Government or Semi Government organization/ institution of similar nature of functions of Assam State School Education Board.

- c. The fresh appointment of Controller of Examinations shall be only for a duration of 5 (five) years. In case of satisfactory services his/her services can be extended to maximum 5 (five) years or 60 years of age, whichever is earlier.

Desirable: (i) Sufficient experience in conduct of state level examinations (ii) proficiency in use and application of computer of the standard, as fixed by the Board, for candidates other than those candidates who possess Post graduate degree in Computer Science /MCA and (iii) a Ph.D degree from a UGC recognized University.

2) Joint Secretary/Deputy Secretary (Administration):

- a. Qualifications: Post graduate degree in Arts/ Science/ Commerce having at least 60% marks (or its equivalent grade etc.) from a UGC recognized University or MBA or equivalent (preferably with Operations or HR specialization) with 80% marks from a UGC recognized university.
- b. Experience:  
Teaching and administrative experience of 7 (seven) years (i) as a Post Graduate Teacher in a Higher Secondary School / Senior Secondary School or (ii) in the post of Assistant Professor in a College or University or (iii) as Principal/ Vice Principal in a College having enrollment minimum 100 in each class or (iv) in administration/ human resource management in a Govt or Private sector organization having turnover of Rs 5 crores and above.

3) Joint Secretary/Deputy Secretary (Finance &Accounts) and Chief Accounts Officer:

- a. Qualification: Post Graduate degree in commerce with at least 60% marks (or its equivalent grade etc.) from a UGC recognized University. Preference shall be given to the candidates, having passed intermediate class of Chartered Accountancy course or having ICWAI or CFA certification.
- b. Experience: Minimum 10 (ten) years of experience of works in the accounts section/branch of a Government/ Semi Government Department/ Organization/ Government Undertaking/ Private reputed organization/ PSU etc. of which 5 (five) years must be in a supervisory post in the accounts section/branch of the concerned department/organization. The Candidates having passed intermediate class of Chartered Accountancy course or having ICWAI or CFA degree shall be given preference.

4) Joint Secretary/ Deputy Secretary (Academic)/Senior Academic Officer:

- a. Qualification: (i)Post graduate degree in Arts/Science/Commerce having at least 60% marks (or its equivalent grade) from a UGC recognized University with Bachelor of Education or its

equivalent degree from a NCTE recognized institution or (ii) Post graduate degree in Computer Science /MCA having minimum 65% marks in aggregate, or (iii) ME/M.Tech degree in any subject of Engineering with 65% of marks from a UGC/AICTE recognized University/ Colleges. However, the Board may determine subject specific additional educational qualification at the time of issue of advertisement for recruitment in this post.

- b. Experience: Teaching experience of minimum 7(seven) years as Associate Professor/ Assistant Professor in a College/ University or (ii) as Senior Academic Officer/Academic Officer in the Board having experience of 6 (six) years.
- c. Desirable: Ph.d degree from a UGC/AICTE recognized University.

5) Joint Secretary/ Deputy Secretary (Information Technology):

- a. Qualifications: Post Graduate Degree or equivalent in Computer Science or Applications [viz. B.E., B. TECH, M.Tech (CSE/IT), M.C.A., M.Sc. (IT), M.Sc. (Computer Science)] having minimum 65% (or its equivalent grade) marks.
- b. Experience: (i) Experience of working of minimum 7 (seven) years in research, development and supervision aspects in Government/Semi Government Department/organization exclusively associated with Information Technology/ Software Programming or (ii) working experience of minimum 5 (five) years in the post of Software Programmer/ System Analyst in Government/Semi Government organization exclusively associated with Information Technology or (iii) minimum 7 (seven) years of experience in the post of Program Officer/ System Analyst in private company having annual turnover of 10 crore or above.

6) Joint Secretary/Deputy Secretary (Recognition, Permission and Registration):

- a. Qualification: Post graduate degree in Arts/Science/Commerce having at least 60% marks (or its equivalent grade) from a UGC recognized University with a Bachelor of Education or its equivalent degree from a NCTE recognized institution.
- b. Experience: Experience of teaching of minimum 7(seven) years as a Post Graduate teacher in a Higher Secondary School / Senior Secondary School or (i)as Assistant Professor in a College/ University or (ii) as Principal/ Vice Principal in a Government/ Provincialized Higher Secondary School/Senior Secondary School or (iii) as Senior Academic Officer/Academic Officer in the educational Board having experience of 6(six) years.

7) Deputy Controller of Examinations:

- a. Qualifications: Post Graduate degree in Arts/Science/Commerce with at least 60% marks (or its equivalent grade) from a UGC recognized University.
- b. Experience: Experience of teaching of minimum 7 (seven) years as Post Graduate teacher in a Higher Secondary School / Senior Secondary School or (i) as Assistant Professor in a College/

University or (ii) as Principal/ Vice Principal in a Government/ Provincialized Higher Secondary School/Senior Secondary School out of which 2 (two) years in a post associated with administration of an educational institution like Principal/ Vice Principal of a Higher Secondary School/ Senior Secondary School or Head of a Department in a college/university, in conduct of examinations.

8) Academic Officer/ Assistant Academic Officer (English):

- a. Qualifications: Post graduate degree in English having at least 55% marks (or its equivalent) from a UGC recognized University with a Bachelor of Education or its equivalent degree from a NCTE recognized institution. However, the Board may determine subject specific additional educational qualification at the time of issue of advertisement for recruitment in this post.
- b. Experience: Experience of teaching of minimum 5(five)years as a Post Graduate teacher in a Higher Secondary School / Senior Secondary School or (i)as Assistant Professor in a College/ University.
- c. Desirable: (i) A Ph.D degree or experience in research works and having publications thereof,(ii)proficiency in writing text books and preparing educational modules and (iii) a professional training/proficiency in translation of educational modules/ materials.

9) Academic Officer/ Assistant Academic Officer (MIL and Arts):

- a. Qualifications: Post graduate degree in MIL having at least 55% marks (or its equivalent) from a UGC recognized University with a Bachelor of Education or its equivalent degree from a NCTE recognized institution. However, the Board may determine subject specific additional educational qualification at the time of issue of advertisement for recruitment in this post.
- b. Experience: Experience of teaching of minimum 5(five)years as a Post Graduate teacher in a Higher Secondary School / Senior Secondary School or (i)as Assistant Professor in a College/ University.
- c. Desirable: (i) A Ph.D degree or experience in research works and having publications thereof,(ii)proficiency in writing text books and preparing educational modules and (iii) a professional training/proficiency in translation of educational modules/ materials.

10) Academic Officer/ Assistant Academic Officer (General Science & Mathematics):

- a. Qualifications: Post graduate degree in any of the pure science subject having at least 60% marks (or its equivalent) from a UGC recognized University with a Bachelor of Education or its equivalent degree from a NCTE recognized institution. However, the Board may determine subject specific additional educational qualification at the time of issue of advertisement for recruitment in this post.



- b. Experience: Experience of teaching of minimum 5(five)years as a Post Graduate teacher in a Higher Secondary School / Senior Secondary School or (i) as Assistant Professor in a College/ University.
- c. Desirable: (i) A Ph.D degree or experience in research works and having publications thereof,(ii)proficiency in writing text books and preparing educational modules and (iii) a professional training/proficiency in translation of educational modules/ materials.

11) Academic Officer/ Assistant Academic Officer (Social Science):

- a. Qualifications: Post graduate degree in any subject covered under Social Science having at least 60% marks (or its equivalent) from a UGC recognized University with a Bachelor of Education or its equivalent degree from a NCTE recognized institution. However, the Board may determine subject specific additional educational qualification at the time of issue of advertisement for recruitment in this post.
- b. Experience: Experience of teaching of minimum 5(five)years as a Post Graduate teacher in a Higher Secondary School / Senior Secondary School or (i) as Assistant Professor in a College/ University.
- c. Desirable: (i) A Ph.D degree or experience in research works and having publications thereof,(ii)proficiency in writing text books and preparing educational modules and (iii) a professional training/proficiency in translation of educational modules/ materials.

12) Academic Officer/Assistant Academic Officer (Commerce):

- a. Qualifications: Post graduate degree in any subject in Commerce stream having at least 60% marks (or its equivalent) from a UGC recognized University with a Bachelor of Education or its equivalent degree from a NCTE recognized institution. However, the Board may determine subject specific additional educational qualification at the time of issue of advertisement for recruitment in this post.
- b. Experience: Minimum experience of 5 (five) years in teaching as Post Graduate Teacher in a Higher Secondary School/ Senior Secondary School or as Assistant Professor in a College/ University
- c. Desirable: (i) A Ph.D degree or experience in research works and having publications thereof,(ii)proficiency in writing text books and preparing educational modules and (iii) a professional training/proficiency in translation of educational modules/ materials.

13) Academic Officer/ Assistant Academic Officer (Computer Education):

- a. Qualifications: (i)Post Graduate Degree in Computer Applications [i.e. M.C.A./ M. Sc. (IT)/ M. Sc. (Computer Science)/ M. Tech (CSE) having minimum 60% or its equivalent grade from a UGC recognized University and (ii) experience of working in Government/Semi Government IT

Department for 5 (five) years or(iii) experience of working as Programmer / System Analyst in Government / Semi Government IT department for 3 (three) years. However, the Board may determine subject specific additional educational qualification at the time of issue of advertisement for recruitment in this post.

14) Academic Officer / assistant Academic Officer (Vocational Education):

- a. Qualifications: Post graduate degree(i) in Arts (with Dance/ Music/ Hindustani Vocal) or(ii)in Science (in Physics with a special paper of Electronics), or(iii) in Commerce (with Management as a subject) or (iv) BE or equivalent degree in Electrical or Mechanical Engineering having at least 60% marks (or its equivalent grade) in aggregate from a UGC recognized University/ College with a B.Ed degree from a NCTE recognized University. However, the Board may determine subject specific additional educational qualification at the time of issue of advertisement for recruitment in this post.
- b. Experience: Experience of working as Post Graduate teacher / Assistant Professor in a recognized Government/Semi Government Higher Secondary School / Senior Secondary School/College/ Engineering College/Engineering Institute for 5 (five) years.
- c. Desirable: Any professional training or proficiency in translating educational modules/ materials into the languages approved by the Board for examinations/teaching from other languages.

15) Senior Programmers/ Programmers/ Senior System Analyst and Programmer:

- a. Qualification: (i)Post graduate degree in Computer Science /MCA having minimum 60% marks in aggregate, or (ii) graduate having computer science as a major subject, or (iii) BE/B.Tech or equivalent degree in computer science from a UGC /AICTE recognized University. However, the Board may determine work specific additional educational qualification at the time of issue of advertisement for recruitment in this post.
- b. Experience of developing software of 3 (three) years in a reputed office/organization.

16) Deputy Controller of Assam State Open School:

- a. Qualifications: Post Graduate degree in Arts/Science/Commerce with at least 60% marks (or its equivalent grade) from a UGC recognized University.
- b. Experience: Experience of teaching of minimum 7(seven) years as Post Graduate teacher in a Higher Secondary School / Senior Secondary School or (i) as Assistant Professor in a College/ University or (ii) as Principal/ Vice Principal in a Government/ Provincialized Higher Secondary School/Senior Secondary School out of which 2 (two) years in a post associated with administration of an educational institution like Principal/ Vice Principal of a Higher Secondary School/ Senior Secondary School or Head of a Department in a college/university.



**17) Assistant Secretary:**

The Post of Assistant Secretary shall be filled up on selection from the employees who are working in the capacity of Superintendent in the office of the Board on the basis of Departmental Screening Test with the following criteria:

- a. He/ She must have completed continuous service in the office of the Board in the capacity as Superintendent for minimum 2 (two) years. Completion of required period in any of erstwhile two organizations, that have been merged in the Board, shall also be counted as experience here.
- b. He/ She must be a Graduate of any discipline from a UGC recognized University.
- c. He/ She must have a diploma in basic computer education and should be conversant in use of MS Office Words, MS Excel and proficiency in typing both in Assamese and English language in computer.

**18) Audit Officer:**

- a. Qualifications: Should have a uniformly good academic career with at least 60 % marks, or its equivalent grade in Bachelor's degree in Commerce with Major in Accountancy or Management and diploma in Computer application with proficiency in Tally and similar accounting programs.
- b. Experience: Minimum working experience of 5 (five) years as Accountant in any Government/ Semi Government office/ Government Undertakings/ PSU/Public/ Corporate sector Financial Institutions like Banks etc.
- c. Desirable: Passing of intermediate examination of Chartered Accountancy course /or having ICWAI or CMA/CFA degree.

**19) Superintendent:**

The Post of Superintendent shall be filled up on promotion against the vacant post from the Assistant Superintendents on the basis of seniority and merit basis with the following criteria:

- a. The candidate must complete continuous service of at least 5(five) years in the capacity of Assistant Superintendent in the office of the Board. Completion of required period in any of two erstwhile organizations that have been merged in the Board shall also be counted here.
- b. The candidate must be graduate from a UGC recognized University.
- c. The candidate must have working knowledge of MS Office Words, MS Excel and proficiency in typing both in Assamese and English language in computer.

**20) Assistant Superintendent:**

The Post of Assistant Superintendent shall be filled up on promotion from the Senior Administrative Assistants on the basis of seniority and merit basis with the following criteria:

- a. He/ She must complete continuous service of at least 7 (seven) years in the capacity of Senior Administrative Assistant in the office of the Board. Completion of required period in any of two organizations that have been merged in the Board shall also be counted here.
- b. He/ She must be graduate from a UGC recognized University.
- c. He/ She must have working knowledge of MS Office Words, MS Excel and proficiency in typing both in Assamese and English language in computer.

**21) Senior Administrative Assistant:**

The post of Senior Administrative Assistant shall be filled up on promotion from the Junior Administrative Assistants of the office of the Board, who have completed at least 7 (seven) years of continuous service in the posts of Junior Administrative Assistant in the office of the Board in the regular time scale. Completion of required period in any of two erstwhile organizations that have been merged in the Board shall also be counted here. The selection shall be made strictly adhering to the principle of seniority cum merit.

**22) Junior Administrative Assistant cum Program Assistant:**

The post of Junior Administrative Assistant shall be filled up by direct recruitment, as per pertinent procedure laid down in this Regulations, adhering to the following criteria:

- a. The candidate must be a Graduate from a UGC recognized University.
- b. The candidate must have completed minimum 1 (one) year course of computer training from a Govt. recognized institute covering the courses/ programmes required to be used in general office work. The candidate having BCA/MCA or equivalent degree will be given extra weightage during the selection process.
- c. The candidate must have proficiency in computer typing both in Assamese and English language with speed of 20(twenty) words per minute in Assamese language and 40 (forty) words in English language in computer typing.
- d. The Board may fix any other extra qualification at the time of issue of the advertisement calling for candidature to fill up such posts.

**23) Driver:**

The post of Driver shall be filled up by direct recruitment with the following criteria:

- a. The candidate must have passed HSLC or equivalent examination from a recognized Board.
- b. He/ She must have a valid Driving License of LMV in his name issued by a competent authority.
- c. He/ She should have registered his/her name in any Employment Exchange in the state of Assam.
- d. He/ She must have experience at least 5 (five) years of working as a Driver in any Government Office/ Government Undertaking/ PSU/ Offices in Private Sector.
- e. He/ She must have basic knowledge of repairing and maintenance of LMVs.
- f. The Board may fix any other extra qualification at the time of issue of the advertisement calling candidature to fill up such posts.

**24) Electrician:**

The post of Electrician shall be filled up by direct recruitment with the following criteria:

- a. The candidate must have passed HSLC examination or equivalent examination from a recognized Board.
- b. The candidate must have passed a Diploma course of Electricians from a Government Industrial Training Institute or equivalent Government recognized Institution.
- c. The candidate should have registration of his/her name in any Employment Exchange in the state of Assam.
- d. The candidate must have experience at least 5 (five) years of working as an Electrician in any Government Office/ Government Undertaking/ PSU/ Offices in Private Sector.
- e. The Board may fix any other extra qualification at the time of issue of the advertisement calling candidature to fill up such posts.

**25) Grade IV posts:**

The following Grade-IV posts shall be filled up as per relevant procedure laid down in this Regulations from amongst the candidates having qualifications and experience as below:

- a. Duftry: Recruitment to the post of Duftry shall be made on promotion from among the Multi-Tusking Staff/ Peons/ Chowkidars, who have completed at least 7 (seven) years of continuous

service in the office of the Board. Completion of required period in any of two erstwhile organizations that have been merged in the Board shall also be counted here and must have qualification of HSLC (Class X) or equivalent exam pass.

- b. Multi-Tusking Staff: The post of Multi-Tusking Staff shall be filled by way of direct recruitment from the candidates having minimum qualification of HSLC (Class X) or equivalent exam pass and having computer knowledge.

## CHAPTER-II

### (Part-III)

## SCHEME OF UPWARD MOBILITY IN SERVICE

The provision of upward mobility of service in the following posts of the Board shall remain in force with the terms and conditions as mentioned below:

### 1) POSTS:

- a) Deputy Secretary.
- b) Senior Academic Officer.
- c) Deputy Controller, Assam State Open School.
- d) Audit Officer.

### 2) TERMS AND CONDITIONS OF THE SCHEME OF UPWARD MOBILITY:

- a) A certain percent of the posts, to be decided by the Board, of the officers as described in clause (1) above may be upgraded to the next higher post in the Board through the Scheme of Upward Mobility.
- b) The upgraded post to which an officer is promoted through the scheme of Upward Mobility shall be personal to the incumbent and as soon as the said upgraded post is vacated by the incumbent due to retirement, resignation or for any other reason, the higher post held by the incumbent officer shall automatically be reverted to the post, wherefrom the promotion was affected.
- c) Persons who have completed 7 (seven) years of continuous service in the posts, from where the scheme of the Upward Mobility is proposed to be affected, with unblemished service records in the Board shall be considered for promotion/ up gradation to the next higher rank under the scheme of Upward Mobility. Completion of required period in any of two organizations that have been merged in the Board shall also be counted here.

- d) All cases of promotion under the scheme of Upward Mobility shall be given effect by the Board after through scrutiny/examination of service records, annual confidential records and other pertinent documents of the candidates and only on the recommendation of the Administrative Committee.
- e) The officer so promoted through Upward Mobility Scheme shall have to undergo a probationary period of 2 (two) years and only on satisfactory completion of the probationary period, he/she shall be conformed in the promotional post.
- f) If an officer, promoted through Upward Mobility, fails to satisfy the Board by his/ her performance and conduct during the probation period and adverse annual confidential reports/ reports of misconduct etc. are received against him/her, the Board shall have the right to revert a Joint Secretary to his/her original post.
- g) The terms and conditions for being eligible to be upgraded through Upward Mobility Scheme in any of two erstwhile organizations, that have been merged in the Board, shall be counted while implementing the scheme in the Board.
- h) The Board may frame an additional guideline to govern all aspects of the scheme of Upward Mobility in Service.

## CHAPTER-II

### (PART-IV)

#### CONTRACTUAL RECRUITMENT IN THE OFFICE OF THE BOARD/ WAGE BASIS EMPLOYMENT

- 1) The Board, in the event of necessity of specialized expertise in smooth discharge/disposal of any work, may appoint such other officers, as it may consider necessary and in addition to the regular employees as enlisted in this Regulations, on contractual basis. Under such necessity, may also appoint retired employees of the Board or retired Government employees on contractual basis, maximum for a term of 5 (five) years.
- 2) All such contractual appointment shall strictly be done only on recommendation of the Administration Committee.
- 3) The terms and conditions of all contractual appointment, as described in paragraph (i) above, shall be determined by the Board, keeping in view the policy of the contractual appointment of the State Government in force.
- 4) There shall not be any provision of regularization of contractual employee even if there remain vacant post in that category. However, Board may reserve 20% of the posts for contractual employees in direct recruitment process of junior Administrative Assistant.

- 5) There will not be any wage paid employees. Such employees, if needed are to be appointed through third party.
- 6) As per the provision of the Section 14(4) of the Act, all the existing staff both regular and contractual shall continue to work as per their existing terms and conditions including payment of pension. However, the existing Contractual Employees only will be regularized not before 3 years of proper functioning, provided they were initially appointed through a regular advertisement, published through newspaper.

## CHAPTER-II

### (Part-V)

#### GENERAL PROCEDURE OF APPOINTMENT IN DIFFERENT GRADES OF POSTS

- 1) The Board shall constitute the Selection Committees for screening, selection and recommendation of candidates for appointment in all Grades of posts under the Board in due course of time. The Board shall also decide the nature/type of examination, where such examinations are necessary for screening and selection of candidates for appointment in the service of the Board.
- 2) There shall be a Screening and Selection Committee to be constituted by the Board for regularization of the services of the Grade-III and Grade-IV employees, who are in employment in the office of the Board on contractual basis.
- 3) In the cases of direct recruitment, the posts above the rank of Assistant Secretary irrespective of permanent or temporary, shall be advertised by adhering to the standard norm of publication of advertisement of employment/recruitment, and the candidates shall be selected on the basis of their performance in the interview.
- 4) All appointments to the posts of Senior Administrative Assistant to the Assistant Secretary shall be made by promotion on the recommendations of the Administration Committee as per provisions in this Regulations.
- 5) Selection of candidates for appointment in the posts of the Junior Administrative Assistants shall be made by a Selection Committee, as such as stated in clause C above, adhering to the procedures mentioned hereinafter:
  - a) Before the end of each (Gregorian) calendar year, the appointing authority shall make an assessment as to whether any post(s) is/are required in any cadre, and in the cases of requirement, such post(s) shall be filled up direct recruitment in the succeeding year.
  - b) After receipt of the requirement of the posts, the appointing authority shall take the decision on the matter of appointment in such posts. If the Board takes decision to make appointments in such posts, then the appointing authority shall invite applications from the



intending eligible candidates through publication of an advertisement at least in local newspapers, as well as in the official website of the Board.

- c) However, 5 (five) percent of total number of posts of Junior Administrative Assistant in the offices of both Divisions of the Board, shall be filled up by promotion from the Grade-IV staff, who have requisite qualifications of graduation for such posts. The Board shall issue separate guidelines for screening and selection of its Grade-IV staff for promotion to the posts of Junior Administrative Assistants.
  - d) A written test and if necessary, a practical examination shall be conducted among the eligible candidates. The nature/type of such examinations shall be decided by the Board.
  - e) The Selection Board shall submit the select list equal to the number of vacancies to the Appointing Authority, who after due and required verification, shall approve the Select List and also after due approval of the Board shall publish the same in the Notice Board/Website of the Board or in such other places as the Appointing Authority may consider fit and proper.
  - f) After approval of the select list by the Board, and publication of the same, the Appointing Authority shall appoint the candidates from the select list by observing all requisite formalities in this regard.
  - g) No appointment of any other manner than those described in the preceding clauses shall be made.
  - h) In the event of inability to recommend sufficient numbers of candidates to fill up all notified vacancies in a year, the Selection Board shall, in consultation with the Appointing Authority and with approval of the Board shall hold another test strictly adhering to the aforesaid procedures and submit a subsequent select list in a year.
- 6) Recruitment to the posts of Grade-IV employees shall be made through open advertisement inviting applications from the intending candidates having registration of names in the Employment Exchanges. The screening and selection of the candidates shall be made through a written test and viva voce by the Selection Board to be constituted by the Board. However, the number of candidates to be selected only on the basis of merit and in adherence to the reservation policy being followed by the State Government and as incorporated in the advertisement for filling up such posts, shall not exceed the notified vacant posts.

The maximum and minimum age, with relaxation to the Reserved Categories of candidates, shall be fixed by the Board or the instructions/orders of the Government of Assam in this regard shall be followed.

- 7) A person appointed through direct recruitment must join in service within 15(fifteen) days from the date of issue of the appointment letter, failing which, on joining service, his/her seniority will be fixed in a manner as the Board deem it fit.

- 8) No temporary post shall be created by the Board, and no temporary appointment shall be made by it in its office. However, in need, the Board may outsource services of such temporary workers, and shall release them immediately after the works, for which such workers are outsourced, are over.
- 9) In order to ensure transparency, the Board may frame an additional guideline governing all aspects of direct recruitment in its office.
- 10) In case of direct recruitment of Grade III and Grade IV, the initial appointment for 3 (three) years shall be on contractual basis and after satisfactory service of three years, his/her service can be regularized by providing proper pay scale.

11) RESERVATION:

- a) There shall be reservations in appointment by direct recruitment as well as filling up of such post by promotion and the Board shall strictly follow the reservation policy of the State Government for such purposes in force at the time of advertisement for appointment by direct recruitment or giving effect to the proposal of promotion.
- b) An employee, appointed by the Board, shall be required to sign an agreement in the form to be devised and prescribed by the Board in this behalf, before he/she joins in an appointment in the Board.

12) PROBATION AND CONFIRMATION:

- a) Every person appointed against a permanent post or post likely to be made permanent in any cadre/grade of service in the Board shall initially be placed on probation for such a period, as per the norm specified by the State Government for its employees. This condition shall be incorporated, while issuing/publishing advertisement calling for candidatures of the intending candidates for filling up such post by the Board.
- b) If during or at the end of the probation period, it is found that the performance of an official has not been found satisfactory or/and not up to the standard expected of him/her, he/she may be reverted to his/her substantive post if he/she has been appointed on promotion or relieved of his/her duties if he/she has been appointed on direct recruitment.
- c) The period of probation of an employee may for good and sufficient reasons be extended by the Board for any special period but not exceeding a period of extra 1(one) year.
- d) The services of a Probationer, as per provisions of this Regulations, be regularized and he/she shall be confirmed in his/her post after the expiry of his/her probation period provided that his/her performance and conduct are found to be satisfactory during the probation period by the Board.



- e) If any employee of the Board is habitually irregular, negligent, and derelict to duties and responsibilities during the period of his/her probation, the Board shall have the right to terminate him/her from the services on the recommendation of the Administrative Committee.

13) SENIORITY:

- a) In order to facilitate smooth determination of seniority in service, grade/category of service wise gradation lists of the employees shall be prepared and maintained. The Board shall take appropriate decision in preparation and maintenance of the grade/category wise gradation lists and shall follow the policy of the State Government, in this regard, in force in preparation and maintenance of the gradation list.

14) SUPERANNUATION/RETIREMENT:

- a) The Employees appointed by the Board on permanent basis shall superannuate/ retire from the service on the date of completion of 60(sixty) years of service. In this regard the date of superannuation/ retirement of the employee shall be determined on the basis of the instructions contained OM No.FEG.26/2012/29 dtd. 31/10/2012 of the Finance Department of Government of Assam. However, in the event of any modification in the policy of superannuation/ retirement of its employee by the State Government, the Board shall also follow such modified policy in the matters relating to superannuation/ retirement of the employees of the Board.
- b) The Board shall have the right to resort to compulsory retirement to any of its employees on the ground of inefficiency and incompetency, as similar to the provision of Fundamental Rule 56, after giving him/her 3(three) months' notice or 3(three) months' salary in lieu of this.
- c) The employees of the Board shall be entitled to voluntary retirement, in observance of the provisions of the Rules/ Instructions/ Guidelines etc. framed by the State Government and in force at the time of receipt of an application/prayer of voluntary retirement from any employee.
- d) However, the Board shall have the power to extend the age of superannuation/ retirement of a Grade-IV employee of its office up to the age of 62 (sixty-two) years, whose performance and discharge of duties are found to be excellent.

15) CERTIFICATE OF HEALTH AND AGE VERIFICATION:

- a) Every employee of the Board shall be required to produce a medical certificate to the effect of his/her sound health and fitness to continue in the service of the Board from such authority as may be decided and prescribed by the Board. Such certificates should invariably be submitted by each of the employees on the date of their joining in the office of the Board, except by those who are on deputation to the office of the Board or those who are appointed in the office of the Board on contract basis.

- b) Verification of age of each of the employees would be made at the time of joining in service and at the time of confirmation in service on the basis of valid and original documents.

16) SCALE OF PAY:

- a) The scale of pay of all categories of the officers and staff of the office shall be decided by the Board as per recommendation of the Administrative Committee and the Financial Committee keeping in view of the Resolution on the Report of the State Pay Commission and the Report of the Committee with (Assam) Services (Revision of Pay) Rules including Department wise Revised Pay Structure Schedule.
- b) After merger, if it is found that the pay structure of a particular category of employees in any of erstwhile organizations (i.e., Board of Secondary Education, Assam or Assam Higher Secondary Education) is higher, then this higher structure of pay shall be continued for such category of employees in the Board.
- c) Whenever an occasion arises to make a general revision of scale of pay, or to alter the scale of pay attached to a particular or particular category of posts, the principles adopted by the Government of Assam for effecting such revision shall be followed by the Board.
- d) Fixation of pay of all categories of employees of the Board shall be affected in accordance with the Rules followed by the Government of Assam in this regard.
- e) When a retired employee, who receives pension, is appointed in the service of the Board, his/her salary in the Board shall be so fixed that his/he pensions and salary in the Board does not exceed the last pay drawn by him/her on the date of his/her superannuation from his regular service. However, the pay so fixed would not be below the minimum of the scale of pay of the post to which the retired employee is appointed.
- f) However, the Board may reserves the discretion of payment of fixed monthly salary equal to the last monthly salary of his/her regular posting to a retired employee, if he/she possesses extra ordinary expertise of such subjects, which are of urgent necessity of the Board.

17) ANNUAL INCREMENTS:

- a) All categories' employees of the Board shall receive annual increments as a percentage of the total pay in their respective pay band and the corresponding Grade Pay, as recommended by the State Pay Commission and as notified by the Government of Assam.
- b) The Administrative Committee, in consultation with the Finance Committee shall examine the reports of the State Pay Commission in this regard and submit recommendation to the Board for approval in the matter of giving effect to amount/rate of annual increment for each category of employees.

- c) Annual increments shall be earned by an employee of the Board during his/her entire service period in the Board from the period of his/her probation period.
- d) The Regulations in this regard of the erstwhile organizations, which have been merged in the Board, shall be examined by the Board, and the provisions of the Regulations that gives highest benefit to the employees shall be accepted by the Board.

18) ALLOWANCES AND ADVANCES:

- a) The employees of the Board shall be entitled for allowances and advances like House Building Advance, Leave Travel Concessions, Risk Benefits, Travelling Expenses/ Conveyances, Daily Allowances and other admissible allowances at par with the rates fixed by the State Pay Commission/ Financial Rules of the State Government.

19) LEAVE:

- a) An employee of the Board shall be entitled to leave and such leave shall be governed the Leave Rules, 1934 as amended from time to time.

20) PENSION:

- a) The Pension and other retirement benefits of the employees retired/ superannuated from the services of the Board shall be governed by the provisions of the Assam Services (Pension) Rules, 1969 including NPS rules and other orders/guidelines/office memorandum/ SOP etc. issued strictly in this regard by the State Government. The Board shall also adopt the compassionate family pension scheme of the State Government in this regard.

21) ALLOWANCES:

- a) The Board shall pay overtime allowances to those employees who are to perform official duties (1) on holidays and (2) in hours beyond 7.5 hours in working days as per rates fixed by the Board.
- b) The employees engaged in arduous/onerous works/jobs shall be paid incentives of the amount, to be decided by the Board.
- c) The Board may fix honorarium and other allowances for officers like Secretary, Principal Controller of Examinations and Principal Chief Accounts Officer appointed by Govt. of Assam in the Board. As the senior most Secretary of two Secretaries of two divisions will be the Secretary of the Board, he/she will get an extra amount of honorarium in addition, as fixed by the Board.
- d) The Chairman, Vice-Chairman and the Secretaries of two divisions will get Helper Allowances at the rate fixed by the Govt. of Assam.

- e) Board shall pay Ex-gratia amount to the employees of both divisions twice in a year during the time of Bohag Bihu and Durga Puja as decided by the Board. The ex-gratia amount will be 50% of basic pay, subject to maximum of Rs 40,000 and minimum of Rs 15,000.

**22) MEDICAL BENEFIT:**

The medical benefit will as per the existing policy as followed in SEBA. All officers/ employees of Division I and Division II will be able to avail the benefits as per the existing policy of SEBA.

**23) OTHER ALLOWANCES AND ADVANCES:**

- a) The Employees of the Board shall be entitled for (a) House Building Advance, (b) LTC and (c) Risk Benefits etc. In this regard the rates fixed by the State Pay Commission and notified by the Government of Assam shall be followed.
- b) The officials will be entitled for TA and DA as prescribed by the Govt. of Assam. However, Board may fix different rates of TA and DA for the officials who are to travel for confidential works.

**24) CONDUCT AND DISCIPLINE:**

- a) The conduct and discipline of the employees of the Board shall be governed by the Assam Civil Service Conduct Rules, 1965 and the Assam Services (Discipline) Rules, 1964.
- b) As per provisions of Section 17(xxx) of the Act, the Board, the Board may recommend any legal or departmental action against the officers of the Government of Assam, i.e. the Secretaries of both Divisions of the Board and the Chief Accounts Officer for any misconduct or for cause of omission or commission of any act detrimental to the Board or for any conduct unbecoming of a Government Servant, to the concerned Department of the State Government of Assam.

**25) MERGER OF OFFICERS/STAFF OF TWO DIVISIONS**

- a) At the time of merger of the boards, in each cadre the positions of existing employees of both the divisions (Division I and Division II) will be equalized based on the initial Date of Joining of each employee in the regular post in the respective Board or Council and after that a single gradation list shall be prepared for each cadre.
- b) In case of existing Officers of both the divisions, the same principle shall be applied for equalization of pay scale.

CHAPTER-II(Part-VI)POWER & FUNCTIONS /DUTIES AND RESPONSIBILITIES OF THE OFFICERS ETC OF THE  
DIVISION-I OF THE BOARD.1) POWER AND FUNCTIONS OF THE CHAIRMAN:

Subject to the provisions of the Act and the Rules/ Regulations framed there under, the Chairman of the Board shall, in addition to powers conferred upon him/her under the provision of Section 25(1)(2)(3)(4)(5)(6) of the Act, perform the following functions and shall exercise the following power:

- a) The Chairman shall oversee enforcement of discipline of the Board and shall act in accordance with the provisions of the Act and the Rules/ Regulations framed there under and the provisions contained therein shall be adhered to while disposing of the works/duties of the Board.
- b) The Chairman shall oversee that academic and other works, approved/ undertaken by the Board, are properly implemented.
- c) Subject to the approval of the annual budget of the Board, the Chairman shall have the power to give concurrence for expenditure on purchase or hire of stores in accordance with the financial power vested to the Chairman in this Regulations.
- d) The Chairman shall preside over all the meetings of the Board and the Committees constituted by the Board.
- e) The Chairman shall also ensure coordinated functioning of the Secretaries of Divisions of the Board. In addition to the duties and responsibilities of the Secretaries of the Divisions, mandated in the Act and the Rules and the Regulations framed there under, the Chairman of the Board shall have the power to make fresh and need based allocation of duties and responsibilities to the Secretaries of the Divisions.
- f) The Chairman shall also exercise, in the interest of smooth functioning of the Board, his/her authority in other need-based duties of the Board, which have not been covered in this Regulations.

2) POWER AND FUNCTIONS OF THE VICE CHAIRMAN:

- a) In addition to the power conferred upon the Vice Chairman of both Divisions of the Board, under the provision of Section 25(4) of the Act, the Vice Chairman shall be delegated duties and responsibilities by the Chairman of the Board, as per provisions of the Rules and Regulations framed under the Act. In absence of Chairman, Vice Chairman shall have the same powers as Chairman.

**3) DUTIES AND RESPONSIBILITIES OF THE SECRETARIES OF THE DIVISIONS OF THE BOARD:**

As per provisions of Section 3(d) and Section 17(xxix) of the Act, there shall be one Secretary in each Division of the Board, and such officers shall be deputed to the Board by the State Government. Such Secretaries shall function, as per provision of Section 26 of the Act, as the Principal Administrative Officer for the concerned Division. The duties and responsibilities of a Secretary of a Division shall be as follows:

- a) To issue notices for convening meetings of the Committees of the concerned Division of the Board with approval of the Chairman and shall ensure timely preparation of agenda of such meetings and preparation and issue of the minutes of such meetings.
- b) Shall be the custodian of the records, common seal of the concerned Division of the Board and such other properties as shall be committed to his/her charge and shall ensure proper management such properties.
- c) Shall do the official correspondence on behalf of the concerned Division of the Board and shall issue necessary orders/notifications/ circulars etc. relating to different aspects of the affairs of the concerned Division of the Board.
- d) Shall arrange printing of questions papers, result sheets relating to different examinations, conducted by the concerned Division of the Board, as prepared and submitted by the concerned Controller of Examinations, with the due approval of the Board.
- e) Shall present the annual budget of the concerned Division of the Board, approved by the Finance and Finance Committee of the concerned Division of the Board, before the Board.
- f) Shall prepare estimate of expenditure and maintenance of accounts of confidential expenditure of the concerned Division of the Board.
- g) Shall arrange for audit of the expenditure of confidential materials of the concerned Division of the Board.
- h) Shall arrange for preparation, printing and publication of the Annual Report and other publications of the concerned Division with the approval of the Board.
- i) Shall verify and sign all contracts and agreements, documents, papers on behalf of the of the concerned Division of the Board.
- j) Shall sign pay bills of the employees of the Board and other bills against the approved expenditures etc.



- k) Subject to availability of the budget provisions to sanction the purchase of or hire stores, forms, stationery, furniture and other equipment's/materials and services for the office of the concerned Division or to enter into a contract for the purpose of the Act/Rules/Regulations, if the cost of each of such purchase or hire expenditure involved in such a contract does not exceed the amount as fixed by the Board from time to time.
- l) Shall furnish free of charge, on request, priced publications of the Board for official use of the Government/ Semi Government bodies/ Universities or other public bodies / members of the Board and to eminent visitors to the office of the Board.
- m) Shall oversee, control and coordinate the functioning of the officers and staff of the concerned Division of the Board.
- n) Shall assign duties and responsibilities to subordinate officers and staff.
- o) Shall publish the results of the examinations conducted by the concerned Division of the Board with the approval of the Examination Committee and shall regularize such publications in the next meeting of the Board.
- p) Shall issue certificates to the successful candidates of the examinations conducted by the concerned Division of the Board.
- q) Shall do the needful to sue and to be sued in the person of the Secretary of the concerned Division of the Board.
- r) Shall examine and approve proposals to furnish permissible information of the Board under the provision of the Right to Information Act, 2005 and under the provision of other relevant statutes.
- s) Shall also act as Member Secretary in different Committees of the Board.
- t) Shall oversee and coordinate all aspects relating to giving effect of the decisions pertaining to curriculum and syllabus, as recommended by the Curriculum and Syllabus Committee and approved by the Board, in the respective Division of the Board.
- u) Shall oversee and coordinate all aspects relating to giving effect of the decisions pertaining to examinations, as recommended by the Examination Committee and approved by the Board, in respective Division of the Board.
- v) Shall oversee and coordinate all aspects relating to giving effect of the decisions pertaining to recognition of educational institutions, as recommended by the Recognition Committee and approved by the Board, in the respective Division of the Board.
- w) Shall oversee and coordinate all aspects relating to giving effect of the decisions pertaining to financial matters, as recommended by the Finance Committee and approved by the Board, in the respective Division of the Board.

- x) Shall oversee and coordinate all aspects relating to giving effect of the decisions pertaining to administrative matters, as recommended by the Administrative Committee and approved by the Board, in the respective Division of the Board.
- y) Shall oversee and coordinate all aspects relating to giving effect of the decisions pertaining to tender and purchase matters, as recommended by the Tender and Purchase Committee and approved by the Board, in the respective Division of the Board.
- z) Shall oversee and coordinate all aspects relating to giving effect of the technical and Information Technology related matters, as recommended by the Technical and Information Technology Committee and approved by the Board, in the respective Division of the Board.
- aa) Shall oversee and coordinate all aspects relating to giving effect of the decisions of any other Committee, constituted by the Board, in the respective Division of the Board.
- bb) Shall constitute a panel of advocates, in accordance with the recommendations of the Administrative Committee and approval thereof by the Board, to defend the Divisions of the Board in the cases instituted in different courts.
- cc) Shall arrange to review the performance of the members of such panel and to take necessary subsequent actions on the basis of the outcome of such review.
- dd) Shall engage a Nodal Officer to monitor the status of the cases and to keep liaison with the advocate/advocates engaged.
- ee) Shall put a mechanism in place to monitor the status of the cases pertaining to the concerned Divisions of the Board.
- ff) Shall arrange to comply with the order/judgment of the court pertaining to their respective Divisions with approval of the Board.
- gg) Shall put a robust mechanism in place for redressal of grievances received including those received in CPGRAM and other Government agencies.
- hh) Shall put a mechanism in place to provide the notified services, as applied for, under the Assam Right to Public Service Act, 2012 pertaining to concerned Divisions of the Board.
- ii) Shall review the performance of the notified State Public Information Officer, and the Assistant Public Information Officer under the provision of the Right to Information Act, 2005 and disposal of appeal preferred to the first Appellate Authority. He/ She also make it a point to check the information pertaining to his/her Division proposed to be furnished by the State Public Information Officer, and the Assistant Public Information Officer, and suggest amendment /modification etc. of such information, if needed to confirm with the nature of information sought for. He/ She shall also ensure sincere



attendance from the end of his/her Division in the hearings of appeals fixed by the Assam State Information Commission, and compliance of the orders issued by the Commission in appeal matters.

- jj) Shall furnish the mandatory reports/information to be furnished to the Government within the stipulated time and furnish other reports/information pertaining to his/her Division as called for by the Government.
- kk) To attend and dispose of other duties allocated to him/her by the Chairman/Vice Chairman of the Board from time to time.
- ll) As per provisions of Section 26 of the Act, the senior most Secretary of the Division shall function as the Secretary of the Board.

4) DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL CHIEF ACCOUNTS OFFICER:

- a) As mandated in the Section 3(e) and 23(2) of the Act, the Principal Chief Accounts Officer shall advise the Board/Chairman/Vice Chairman/Secretaries of the Divisions of the Board on all financial matters.
- b) In all files pertaining to financial matters, routed through him/her shall be examined by him/her and clear opinion with mention of the relevant parts of the financial Rules/Regulations/ Act to corroborate the opinion given, shall be mentioned.
- c) He/ She may be allotted any other duty by the Chairman/ Vice Chairman/ Secretary of the Board from time to time.

5) DUTIES AND RESPONSIBILITIES OF THE SENIORMOST CONTROLLERS OF EXAMINATIONS:

Subject to the overall administrative control of the Secretary of the concerned Division, the duties and responsibilities of the Controllers of Examinations of the of the Board shall be as follows:

- a) Shall be solely responsible for all matters pertaining to planning, preparation and conduct of the examination of the Classes that pertain to him/her under the Board in accordance with the provisions of the Act and the Rules/ Regulations framed there under.
- b) Shall arrange smooth conduct of examinations of the Classes that pertain to him/her under the Board and take follow up actions like finalization of the results of such examinations.
- c) Shall prepare the lists of the Examination Centers of the examination of the Classes that pertain to him/her under the Board and Evaluation Zones thereof in conformity to the

guidelines/instructions of the Board in this regard and get such lists approved by the respective Examination Committee.

- d) Shall prepare the lists of the Examiners, Scrutinizers, Head Examiners and other officers/officials to be associated with different works of different stages of the examinations that pertain to him/her in conformity to the guidelines/instructions of the Board in this regard and shall get such lists approved by the respective Examination Committee and the Board.
- e) Shall prepare the lists of question paper setters and moderators for examinations that pertain to him/her with approval of the respective Examination Committee and the Board.
- f) (vi) Shall arrange to prepare the manuscripts of the question papers of the examinations that pertain to him/her, duly moderated by the authorized persons.
- g) Shall receive the printed question papers of the examinations that pertain to him/ her adhering to all protocols/Standard Operating Procedure set by the Board.
- h) Shall arrange sorting and dispatch of question papers of the examinations that pertain to him/her to the Examination Centers adhering to all protocols/SOP set by the Board.
- i) Shall prepare the result sheets of the examinations that pertain to him/ her and conducted by the Board.
- j) Shall prepare the merit lists of the successful candidates of the examinations that pertain to him/her and conducted by the Board.
- k) Shall implement the decisions of the Board pertaining to conduct of examinations allocated to him/her.
- l) Shall prepare draft the agenda items for the meetings of the concerned Examination Committee.
- m) Shall arrange to maintain and preserve all important records pertaining to all aspects of the process of conduct of all examinations allocated to him/her under the Board.
- n) Shall arrange for re-examination of Answer Books and take follow up measures pertaining to examinations allocated to him/her, adhering to all protocols/SOP set by the Board in this regard.
- o) Shall arrange to rectify the bonafide mistakes in Admit Cards, Mark Sheets and Result Sheets pertaining to examinations allocated to him/her adhering to all guidelines of the Board in this regard.

- p) Shall arrange to issue duplicate Mark Sheets and Admit Cards in genuine cases pertaining to examinations allocated to him/her, adhering to all guidelines/instructions of the Board in this regard.
- q) Shall examine the cases of correction of name, date of birth etc. of the candidates of the examinations that pertain to him/ her and to issue Duplicate Certificates to the candidates by the Secretary of the concerned Division of the Board with approval of the Chairman.
- r) Shall arrange to maintain statistical data pertaining to the examinations allocated to him/her under the Board.
- s) Shall be responsible for management of the Scheme of Registration of Students.
- t) He/ She may be allotted any other duty by the Chairman/Vice Chairman of the Board from time to time.

6) DUTIES AND RESPONSIBILITIES OF THE JOINT SECRETARY/DEPUTY SECRETARY (ADMINISTRATION):

- a) Subject to the overall administrative control of the Secretary of the concerned Division of the Board, the Joint Secretary/ Deputy Secretary (Administration), shall look after all matters relating to the office administration and management including service matters of the officers and staff of the office of the Division allocated to him/her.
- b) He/ She shall oversee the matter of development of infrastructure of the office of his/her allocated Division under the guidance of the Secretary of the concerned Division.
- c) All administrative matters of the Division of the Board shall be processed through the Joint Secretary/ Deputy Secretary (Administration).
- d) Shall be responsible for preparation of the proceedings/ minutes of the meetings of the Division of the Board allocated to him/her.
- e) He/ She may be allotted any other duty by the Chairman/ Vice Chairman/ Secretary of the Board from time to time.

7) DUTIES AND RESPONSIBILITIES OF THE JOINT SECRETARY/ DEPUTY SECRETARY (FINANCE & ACCOUNTS)/ CHIEF ACCOUNTS OFFICER:

- a) Subject to the overall administrative control of the Secretary of the Division, where he/she is posted, the Deputy Secretary (Accounts), shall be responsible for all matters pertaining to the fund of this Division, and maintenance of accounts thereof in conformity to the provisions of the Act/Rules/ Regulations and other relevant guidelines etc. for maintaining the financial discipline.

- b) Shall prepare annual budget estimate of the Division of the Board, where he/she is posted, including the revised budget, after taking the demand of different branches and wings, and with the approval of the Secretary and the concerned Vice Chairman/Chairman and shall place such budget estimate and revised budget to the Secretary of the Board for placing before the Finance And Budget Committee.
  - c) Shall compile Annual Statements of Accounts of the Division of the Board, where he/she is posted, to be placed in the Finance Committee of the Board.
  - d) Shall receive fees, fines, royalties and other dues as per the approved rates of the Board and credit such amounts to the accounts of concerned Division of the Board.
  - e) Shall exercise financial control over the expenditure as per the guidelines/principles adopted by the Board.
  - f) Shall arrange timely submission of pertinent papers/documents for annual audit of the accounts of the concerned Division of the Board by the Statutory Auditors, as required under the provisions of Act and Rules/ Regulations framed there under, and shall take follow up actions.
  - g) Shall maintain proper books of accounts including Cash Books in the Division of the Board, where he/she is posted.
  - h) The duties and responsibilities of the Assistant Secretary (Finance) shall be allocated by the Secretary of the concerned Division in consultation with the Deputy Secretary (Accounts) posted in this Division.
  - i) Shall act as the Chief Accounts Officer of the Division of the Board, where he/she is posted.
  - j) He/ She may be allotted any other duty by the Chairman/Vice Chairman of the Board from time to time.
  - k) He/ She shall be responsible for maintenance of accounts of open school.
- 8) DUTIES AND RESPONSIBILITIES OF THE JOINT SECRETARY/DEPUTY SECRETARY (ACADEMIC)/ SENIOR ACADEMIC OFFICER:
- a) Subject to the overall administrative control of the Secretary of the concerned Division, the Joint Secretary/ Deputy Secretary (Academic), shall be responsible for all works relating to following matters of the Division of the Board where he/she is posted:
  - b) Curriculum, Syllabus, Text Book, Academic Calendar and Implementation of NEP 2020.
  - c) Training of the teachers and Registration of schools/Educational institutions.

- d) Preparation draft of agenda items for Curriculum and Syllabus Committee.
  - e) Preparation of the drafts of the proceedings/ minutes of the meetings of the Curriculum and Syllabus Committee.
  - f) Initiation of the process of implementation of the decisions of the Division of the Board, where he/she is posted, in respect of curriculum, syllabus and text books.
  - g) Preparation of the drafts of the proceedings /minutes of the meetings of the Recognition Committee.
  - h) Maintenance the lists of the Schools recognized under Division of the Board, where he/she is posted.
  - i) Liaison with the office of the Director, Secondary Education, Assam, SCERT and other offices.
  - j) Coordination of the functioning of the Senior Academic Officers/ Academic Officers/Assistant Academic Officers under his/her allocated Division of the Board.
  - k) Shall prepare and place the demand of fund required in the Academic section of the Division allocated to him/ her in the budget of the Board.
  - l) He/ She may be allotted any other duty by the Chairman/ Vice Chairman/ Secretary of the Board from time to time.
- 9) DUTIES AND RESPONSIBILITIES OF THE JOINT SECRETARY/DEPUTY SECRETARY (I.T)/ SENIOR SYSTEM ANALYST AND PROGRAMMER:
- a) Subject to the overall administrative control of the Secretary of the Division of the Board, where he/she is posted, the Deputy Secretary (I.T), shall be responsible for all works relating to development of software required for smooth functioning of different branches/sections of concerned Division of the Board and maintenance working, repairing etc. of the software/ hardware.
  - b) He/ She may be allotted any other duty by the Chairman/ Vice Chairman/ Secretary of the Board from time to time.
- 10) DUTIES AND RESPONSIBILITIES OF THE JOINT SECRETARY/ DEPUTY SECRETARY (RECOGNITION, PERMISSION & REGISTRATION):
- a) He/ She Shall be responsible for Registration of Students, Issuance of Migration Certificates, online registration of correction and permission/recognition of the Institutions, Permission for New Stream, Additional Sections, Permission for Subjects, Initial Recognition, Regular Transfer

of Students etc. as per guidelines with updating regulations in this regard in the Division of the Board, where he/she is posted.

- b) Shall be responsible for initiation of convening the meetings of the Recognition Committee under the concerned Division of the Board at stipulated intervals.
- c) He/ She may be allotted any other duty by the Chairman/Vice Chairman of the Board from time to time.

**11) DUTIES AND RESPONSIBILITIES OF THE DEPUTY CONTROLLER OF EXAMINATIONS:**

Subject to the overall administrative control of the Secretary of the Division, where he/she is posted, the Deputy Controller of Examinations shall be responsible for smooth disposal all works relating to following matters in the concerned Division of the Board:

- a) He/ She shall be responsible for Issue of Pass Certificates to all successful candidates of all examinations conducted by the Division of the Board, where he/she is posted.
- b) He/ She shall be responsible issue of Duplicate Copies of the Pass certificates of such examinations, when needed as per laid down procedures of the Board.
- c) Issue of the Provisional Pass Certificates of such examinations, when needed, per laid down procedures of the Board.
- d) Issue of Migration Certificates, per laid down procedures of the Board.
- e) Maintenance of the records of certificates as mentioned at (i)(ii)(iii)(iv) above.
- f) Maintenance of the statistical data pertaining to the examinations conducted by the Division of the Board, where he/she is posted.
- g) Registration of the Students for examinations conducted by the Division of the Board, where he/she is posted.
- h) He/ She shall prepare the lists of the Supervising Officers, Observers for Examinations, Lists of Examiners, Selection of Examination Centers/Venues, Selection of Venues for Practical Examinations and other Examination related works in the Division of the Board, where he/she is posted.
- i) He/ She shall be responsible for maintenance of websites related to Digitization of Tabulation Register, Register of Manuscripts and all related documents, regulation of examination centers and venues of all examinations under the Division of the Board, where he/she is posted.
- j) He/ She shall also be responsible for Issuance of corrected Admit Cards, Mark Sheets and Pass Certificates to the candidates of the examinations under the concerned Division of the Board, who apply for the same online adhering to the protocol/SOP in this regard.



- k) He/ She shall be responsible for arrangement of recheck the Answer Scripts of the examination conducted by the Division of the Board, where he/she is posted, and shall furnish admissible information, as sought for under Right To Information Act, 2005 related relating to such examinations.
- l) He/ She shall attend the e-service matters pertaining to Examination Branch of the concerned Division of the Board.
- m) He/ She may be allotted any other duty by the Chairman/Vice Chairman of the Board from time to time.

**12) DUTIES AND RESPONSIBILITIES OF THE ACADEMIC OFFICERS/ ASSISTANT ACADEMIC OFFICERS:**

Subject to the overall administrative control of the Secretary of the Division, where he/she is posted, the Senior Academic Officer/Academic Officer/Assistant Academic Officer of the Division shall be responsible for works, as elucidated below, relating to the following matters pertaining to his/her subject:

**a) Curriculum, Syllabus, and Text Books:**

- i) He/ She shall implement the decisions of the Board in respect of curriculum, syllabus, and text books for classes under the Division in consultation with the Deputy Secretary (Academic) of the concerned Division of the Board.
- ii) He/ She shall liaise with the Assam Text Book Production and Publication Corporation, Rastrabhasa Prachar Samity, Bodo Text Book Committee and other organization associated with production and publication of the text books for classes covered by the concerned Division of the Board.
- iii) He/ She may be assigned any other duty from time to time in this regard.

**b) Teachers' Training:**

- i) He/ She shall prepare plans for conducting teachers' training programme for improving the quality of teaching and channelize it through appropriate Committee(s) of the Division of the Board, where he/she is posted.
- ii) He/ She shall place demands for allocation of fund in the budget of the Board for teachers' training under the concerned Division of the Board in consultation with the concerned Deputy Secretary (Academic).
- iii) He/ She shall liaise with the offices of Inspectors of Schools, NCERT, SCERT, Teachers' Training Institutes in connection with the matter of training of the teachers of schools covered by the Division of the Board, where he/she is posted.

- iv) He/ She shall initiate inspection and supervision of the schools under the concerned Division of the Board.
- v) He/ She shall maintain records of teachers trained by the concerned Division of the Board.
- c) Recognition of Schools:
  - i) He/ She shall prepare the draft agenda items for the meetings Recognition Committee and processing of the inspection reports in consultation with the Deputy Secretary (Academic) of the concerned Division of the Board.
  - ii) He/ She shall implement the decisions of the Board in the matter of recognition of the Schools under concerned Division of the Board.
  - iii) He/ She shall prepare and place requirement of budget for the purpose of recognition of Schools under the concerned Division of the Board in the budget of the Board.
  - iv) He/ She shall maintain the lists of the Schools recognized under the Division by the Board, where he/she is posted.
  - v) He/ She shall liaise with the offices of Inspectors of Schools in the matter of recognition of the Schools under the concerned Division of the Board.
- d) Evaluation including Continuous and Comprehensive Evaluation (CCE).
  - i) He/ She shall prepare the plans to conduct training of personnel under the concerned Division of the Board on evaluation and channelize such plans through the appropriate Committee(s) of the Board.
  - ii) He/ She shall place demands for allocation of required amount of fund for evaluation and examination reform programme under the concerned Division of the Board, in the budget of the Board.
  - iii) He/ She shall implement the decisions of the Board in respect of evaluation programmes under the Division of the Board, where he/she is posted.
  - iv) He/ She shall plan and propose new schemes of evaluation to be undertaken by the concerned Division of the Board.
  - v) He/ She shall prepare and maintain of lists of personnel trained in evaluation by the concerned Division of the Board.
  - vi) He/ She shall plan to impart of training under Continuous and Comprehensive Evaluation under the concerned Division of the Board.



- vii) He/ She may be allotted any other duty by the Chairman/Vice Chairman of the Board from time to time.

**13) DUTIES AND RESPONSIBILITIES OF THE SENIOR PROGRAMMERS/PROGRAMMERS:**

Subject to the overall administrative control of the Secretary of the Division, where he/she is posted, the Programmer(s) of the Division shall be responsible for works, as elucidated below:

- a) He/ She shall be responsible for writing code in different languages to create programmes for websites/Apps etc. used by the concerned Division of the Board, where he/she is posted.
- b) He/ She shall be responsible for testing programmes for errors and shall fix faulty lines in code. He/ She also troubleshoot and debug the systems and software in the concerned Division of the Board, where he/she is posted.
- c) He/ She shall update and expand the existing programme. He/ She shall also rewrite programmes for different operating systems used by the concerned Division of the Board.
- d) He/ She shall ensure that the software, in use in the concerned Division of the Board, adhere to the best practices of security and secure programmes against the cyber security threats.
- e) He/ She shall be required to prepare reports/manuals and other documentation on the status, operation and maintenance of software in use in the concerned Division of the Board.
- f) He/ She shall be required to identify and communicate technical problems, processes and solutions of the system being used by the Division of the Board, where he/she is posted.
- g) He/ She shall be required to assist the concerned Division of the Board, where he/she is posted, in solving the programme related issues in the system used by the Division.
- h) He/ She may be allotted any other duty by the Chairman/Vice Chairman of the Board from time to time.

**14) DUTIES AND RESPONSIBILITIES OF THE DEPUTY CONTROLLER OF ASSAM STATE OPEN SCHOOL:**

Subject to the overall administrative control of the Secretary of the concerned Division and the concerned Controller of Examinations, the duties and responsibilities of the Deputy Controller of, Assam State Open School, shall be as below:

- a) He/ She shall be responsible for implementing decisions of the Board in respect of running the Assam State Open School.

- b) There shall be a separate Head of Account for transaction of fund for the Assam State Open School, and he/she shall place demands with proper justifications etc. for allocation of fund in the annual budgets of the Board.
- c) He/ She shall be responsible for management of the personnel, drafted by the Board for running the Assam State Open School, and arrangement of their accommodation/ allocation of work stations in the space allocated in the office of the Board.
- d) He/ She shall organize Resource Centers of the Assam State Open School in the suitable locations.
- e) He/ She shall coordinate with the Accredited Study Centers in the matter of admission/enrolment/registration of students in such Study Centers.
- f) He/ she shall arrange for development, modification and review of the Self Learning Materials and Tutor Marked Assignments as per approved course/syllabus of the Assam State Open School, and dispatch of such materials/assignments to the Study Centers.
- g) He/ She shall also be responsible for developing the Annual Work Calendar of the Assam State Open School.
- h) He/ She shall identify Examination Centers from amongst the Accredited Study Centers in suitable Govt./Provincialised Schools, and shall place such Examination Centers to the Board for approval, and shall be responsible for smooth conduct of the examinations under of the Assam State Open School in the approved Examination Centers.
- i) He/she shall do the necessary arrangements for evaluation of the Answer Scripts centrally and with utmost confidentiality and under strict security.
- j) He/ She shall take necessary follow up actions for finalization of the results of the examinations conducted by the Assam State Open School.
- k) He/ She shall also do the needful for re-examination of the Answer Scripts, wherever needed, and shall undertake the required follow up measures in this regard.
- l) He/ She shall supervise and ensure proper functioning of the office of the Assam State Open School.
- m) He/she shall be responsible for proper maintenance of all important records of the Assam State Open School.
- n) He/ She shall coordinate with the Regional Center of the National Institute of Open Schooling and other concerned institutions for smooth and effective running of the Assam State Open School and initiate updating of the programmes on the basis of feedback received from such institutions.

- o) He/ She shall also responsible for overall development of the Assam State Open School.
- p) He/ She may be allotted any other duty by the Chairman/Vice Chairman of the Board from time to time.

**15) DUTIES AND RESPONSIBILITIES OF THE ASSISTANT SECRETARIES:**

- a) Subject to the overall control of the Joint Secretary/Deputy Secretary of a Branch in the offices of the Divisions of the Board, the Assistant Secretary posted in a Section under such Branch shall act as the Head of the concerned Section.
- b) He/ She may be allotted any other duty by the Chairman/Vice Chairman of the Board from time to time.

**16) DUTIES AND RESPONSIBILITIES OF THE AUDIT OFFICER:**

- a) The Audit Officer shall be responsible for all matters relating to audit of the fund of the Board.
- b) He/ She may be allotted any other duty by the Chairman/ Vice Chairman/ Secretary of the Board from time to time.

**CHAPTER-III**

**(Part-I)**

**CONSTITUTION OF COMMITTEES UNDER THE BOARD**

- 1) As per provision of the Section 29 of the Act, all the matters relating to exercise of powers conferred upon the Board by the Act, which are by Regulations delegated to any Committee appointed under the Section 28 of the Act, shall stand referred to the Committee and the Board before exercising such powers shall receive and consider the report or recommendations of the Committee with respect to the matter of question.
- 2) The Board, therefore, shall constitute, under the provisions of Section 28 of the Act, following Committees for the purpose of carrying out its duties and functions as entrusted by the Act. Such Committees shall be constituted Division wise, i.e., each of the following Committees shall have two Committees, one for the Division-I and the other shall be for Division-II of the Board.
  - a) Curriculum and Syllabus Committee
  - b) Examination Committee

- c) Recognition Committee
- d) Finance Committee
- e) Administrative Committee
- f) Tender and Purchase Committee
- g) Technical and Information Technology (IT) Committee.
- h) Confidential Cell

The constitution, powers and functions of each of such committees shall be as follows:

3) GENERAL FUNCTIONS OF ALL THE COMMITTEES:

- (a) As per provision of Section 28(2) of the Act, the number of members to be nominated by the Board to the Committee, shall be decided by the Board. The persons to be nominated as members of the Committee should not have any of the disqualification as laid down in Section 12(1) of the Act.
- (b) As per provision of Section 12(2) of the Act, if a nominated or co-opted member of the Committee becomes subject to any of the disqualifications specified in Section 12(1), his/her membership in the committee shall cease.
- (c) As per provision of Section 28(4) of the Act, the members of the Committee shall hold office for such period, as the Board may determine. Moreover, as per provision of Section 12(3) of the Act, in the event of occurrence of disputes relating to eligibility of any person for nomination and co- option, the dispute shall be referred to the Government and the decision of the Government over the matter shall be final.
- (d) One third of the total number of members, excluding the co- opted member(s), of the Committee shall form the quorum of the meeting.

4) CURRICULUM AND SYLLABUS COMMITTEE:

Along with the general functions as mentioned above, the other particular functions of the committee will be as follows:

- a) The Committee shall consist of:
  - i) The Chairman of the Board.
  - ii) The Vice Chairman of the concerned Division of the Board.
  - iii) The Secretary of the concerned Division of the Board.
  - iv) Concerned Academic officers of all ranks.

- b) The Committee shall have the power to co-opt specialists in each subject approved in the courses and syllabus to be members to advise the Committee in the matter of preparation of syllabus and selection of the text books etc. However, as per provision of the Section 28(3) of the Act the, the number of the co-opted members shall be of the extent of one third of the members appointed in the Committee.
- c) The Committee shall advise the concerned Division of the Board in all aspects pertaining to course of studies, syllabus, text books and other academic activities for Classes in all institutions registered and recognized by this Division of the Board, in accordance with the provisions of Section 17, 18 and 29 of the Act in general, subject to approval of the Board, in the following matters in particular:
  - i) Preparation of curriculum or scheme of studies in Classes for the educational institutions under the concerned Division of the Board, in accordance with the NEP and NCF in force, including opening of certificate courses.
  - ii) Preparation of syllabus for approved subjects in Classes for the educational institutions under the concerned Division of the Board.
  - iii) The Committee shall also advise the Board (i) about the standard of instructions (ii) nature of examinations (iii) introduction of courses of new subjects (iv) measures of promotion of good physical and mental health of pupils and congenial academic atmosphere in the educational institutions under the concerned Division of the Board and (v) panel of subject experts for approved subjects and rates/quantum of honorarium/ remuneration to be paid to such experts.
  - iv) Preparation and recommendation of courses and text books and supplementary books of approved subjects in Classes for educational institutions under the concerned Division of the Board in conformity to the approved syllabus.
- d) The Committee shall meet at least once in a calendar year.

5) EXAMINATION COMMITTEE:

Along with the general functions as mentioned above, the other particular functions of the committee will be as follows:

- a) The Committee shall consist of:
  - i) The Chairman of the Board.
  - ii) The Vice Chairman of concerned Division of the Board.
  - iii) The Secretary of the concerned Division of the Board.

- iv) Controller(s) of Examinations of the concerned Division of the Board.
- v) One of the Board members as decided by the Chairman/ Vice Chairman.
- b) At least 2 (two) meetings of the Committee shall be held in a calendar year.
- c) The Committee shall advise the concerned Division of the Board in all aspects of conduct of examinations for Classes in all institutions registered and recognized by the concerned Division of the Board, in accordance with the provisions Section 17 and 29 of the Act in general, and in the following matters in particular:
  - i) Criteria for selection of, Head Examiners, Translators, Moderators, Scrutinizers, Tabulators, Officers-in-Charge of Examinations, Supervisors and other officials, if any, associated in the process of examinations to be conducted by the concerned Division of the Board. However, in urgent need, the Chairman of the Board shall have the power to select persons to engaged/appointed in those responsibilities from outside the panel, subject to intimation of such engagement/ appointment to the Examination Committee in due course of time.
  - ii) To recommend the schedule of the examinations to be conducted by the concerned Division of the Board with due consideration of the relevant factors in this regard and declaration of results of such examinations.
  - iii) To recommend drafts of instructions in the matter of holding fair examination and uphold of sanctity of examinations, to be issued to the candidates, Officers-in-Charge of Examination Centers, Examiners, Question Papers Setters and other officers associated with the process of conduct of examinations.
  - iv) To recommend nature and quantum of punishment and other disciplinary measures to be taken in the instances of proven malpractices/ unfair means adopted by the candidates in the examinations.
  - v) To recommend the criteria of preparation and finalization of result sheets of examinations conducted by the concerned Division of the Board.
  - vi) To recommend penal actions to be taken by the Board against officers found negligent to duties of examinations entrusted to such officers by the Board.
  - vii) The role of the Committee shall be, as stated in the Section 29 of the Act, and, therefore, all of its recommendation shall be given effect only after accord of approval to it by the Board.



6) RECOGNITION COMMITTEE:

Along with the general functions as mentioned above, the other particular functions of the committee will be as follows:

- a) The Committee shall consist of:
  - i) The Chairman of the Board
  - ii) The Vice Chairman of the concerned Division of the Board
  - iii) The Secretary of the concerned Division of the Board.
  - iv) Joint Secretary or any other officer of respective Board.
  - v) Representative of Director of Secondary Education.
  - vi) Meetings of the Committee shall be held as and when needed.
- vii) The Committee shall advise the Board in all aspect of recognition of a private educational institution having classes from Classes that fall under the concerned Division of the Board, in accordance with the provisions of Section 17 and 29 of the Act in general, and in the following matters in particular:
  - a. To examine the proposals received to accord of recognition/provisional recognition and permission/provisional permission to the Classes of the private educational institutions which fall under the concerned Division of the Board, and recommendation of inspection of such institutions and submission of report by the competent authority in adherence to the relevant part of the Act, Rules and Regulations framed there under, and the order of the Government of Assam, if any, in this regard. The Committee may seek/ call for additional information from the education institutions and concerned offices in the matter of consideration of the proposals received to accord of recognition/provisional recognition and permission/provisional permission to educational institutions, if needed. Recognition permission can be accorded only after receipt of provisional/ permanent recognition from the Director of Secondary Education, Assam.
  - b. To recommend the concerned Division of the Board in the matter of accord of recognition/provisional recognition and permission/provisional permission to eligible private educational institutions on detailed examination of the report of inspection by the competent officers and on receipt of additional information/reports /documents, if called for, and in adherence to the relevant provisions of the Act, Rules and Regulations framed there under, and the order of the Government of Assam, if any, in this regard.

- c. To examine threadbare the reports and other documents on record and to recommend the concerned Division of the Board in the matter of withdrawal of recognition and permission of any nature in the event of receipt of report /intimation of deviation of such institution from the required criteria/standard of recognition and permission of any nature.
- d. The role of the Committee shall be, as stated in the Section 29 of the Act, and, therefore, all of its recommendations shall be given effect only after accord of approval by the Board.
- e. In case of Govt/ Provincialized institutions permission/ recognition shall be accorded as soon as receipt of order from the Government/ Directorate of Secondary Education without placing before the committee.

7) FINANCE COMMITTEE:

Along with the general functions as mentioned above, the other particular functions of the committee will be as follows:

- a) The Committee shall consist of:
  - i) The Chairman of the Board
  - ii) The Vice Chairman of the concerned Divisions of the Board
  - iii) The Secretary of the concerned Divisions of the Board.
  - iv) Deputy Secretary Finance or Chief Accounts Officer
  - v) One Member of the Board
  - vi) The Chairman of the Board shall be the Chairman and the Secretary of the concerned Division of Board shall be the Member Secretary of this Committee.
- b) At least 1 (one) meetings of the Committee shall be held in a calendar year
- c) The Committee shall advise the Board in all financial matters, in accordance with the provisions of Section 20,21,22, 23(1)(2)24 and 29 of the Act in general, and in the following matters in particular:
  - i) To examine the draft annual budget estimate of the Board, and to make modifications/ corrections etc., if and wherever required, and after finalization of it shall make recommendations to the Board for approval of such budget estimate.

- ii) To suggest policy of efficient management and regulation of the finance, accounts of the fund to the Board.
- iii) To suggest investment of any money/fund, subject adherence to financial policies of the Govt of Assam in general and the provisions of the Act of the Board and the Rules and Regulations framed there under, including and the parked fund of the Board in any approved and profit generating investment mode including purchase of immovable properties in particular.
- iv) To examine proposals of new expenditure from the fund of the Board and to advise the Board over the course of action to be taken in each of such proposals.
- v) To examine the proposals of re-appropriation of fund from one Head of Account to another Head of Account and to advise the Board over the course of action to be taken in each of such proposals.
- vi) To examine the notes/observations of the Auditors/ statutory Auditors over the expenditure/outlay of the fund of the Board and to advise the Board in the matter of corrective measures and any other steps to be taken in the light of the notes/observations of the Auditors/ statutory Auditors.
- vii) The role of the Committee shall be, as stated in the Section 29 of the Act, and, therefore, all of its recommendation shall be given effect only after accord of approval by the Board.

8) ADMINISTRATIVE COMMITTEE:

Along with the general functions as mentioned above, the other particular functions of the committee will be as follows:

- a) The Committee shall consist of:
  - i) The Chairman of the Board
  - ii) The Vice Chairman of the concerned Division of the Board
  - iii) The Secretary of the concerned Division of the Board.
  - iv) Joint Secretary/ Deputy Secretary of the relevant subject of the agenda.
  - v) One Member of the Board.
- b) The Committee shall meet as frequently as may be required but not less than 3(three) meetings of the Committee shall be held in a calendar year.

- c) The Committee shall advise the Board in all administrative matters, as stated in the Sections 4(1)(2), 5(1)(2), 6, 7(1)(2), 8, 9(1)(2)(3)(4)(5), 10, 12, 13(1)(2)(3)(4)(5), 14(1)(2)(3), 15(1)(2), 16(1)(2)(3)(4), 17, 29 and 30 of the Act in general, and in the following matters in particular:
- a) To advise the Board in all matters relating to running of the administration of the Board.
  - b) To examine the proposals of providing land, buildings, furniture, equipment and other infrastructure needed for functioning of the Board, and suitable recommend it over such matters.
  - c) To advise the Board in the matter of holding control and administer over the properties over the properties of the Board.
  - d) To advise the Board to administer any fund approved for expenditure for any specific purpose.
  - e) To advise the Board in the matter of the form and content of the common seal of the Board and its use.
  - f) To examine the Reports of the State Pay Commission, when published, and to advise the Board in the matter of revision of pay and other allowances of the employees of the Board in adherence to the relevant provisions of the Regulations.
  - g) To examine any proposal of disciplinary action against any employee and to advise the Board in the matter of course of action to be taken against such employee as per provisions of the Assam Services (Discipline and Appeal) Rules, 1964, as this Rules has been adopted by the Board to govern the disciplinary matters of the employees of the Board.
  - h) To advise the Board in the matter of creation of posts in the office of the Board, criteria of recruitment against such post and salary and other entitlement of persons appointed against such posts.
  - i) To advise the Board in the matter of direct recruitment in the posts of Junior Administrative Assistants in Grade-III and in the posts Grade-IV and in the matters of promotions of the eligible employees of the Board to higher ranks.
  - j) To examine and recommend the abolition of any post, or to keeping the process of recruitment/ appointment in any post in abeyance to the Board.
  - k) To examine and recommend the rates/quantum of Travelling Allowances and Daily Allowances, and any other allowance, if any, to the members of the Board and members of the Committees of the Board.
  - l) To examine and recommend the rates/quantum of Conveyance Fees and Sitting Allowances, and any other allowance, if any, to the local members of the Board and local members of the Committees of the Board.

- m) To advise the Board in the matter of grant and sanction of loans and advances to its employees, other than the Provident Fund advances, as per provisions of admissibility of such loans and advances.
- n) To advise/recommend scholarships/prizes/medals etc. to the candidates of outstanding results in the examinations conducted by the Board. The Committee shall also advise/recommend the rates/quantum of honorarium/remuneration etc. to be paid to employees for their outstanding performance and for discharging duties of urgent nature and beyond office hours.
- o) The role of the Committee shall be, as stated in the Section 29 of the Act, and, therefore, all of its recommendations shall be given effect only after accord of approval by the Board.

9) TENDER AND PURCHASE COMMITTEE:

Along with the general functions as mentioned above, the other particular functions of the committee will be as follows:

- a) The Committee shall consist of:
  - i) The Chairman of the Board,
  - ii) The Vice Chairman of the concerned Division of the Board
  - iii) The Secretary of the concerned Division of the Board.
  - iv) Deputy Secretary Accounts/ Chief Accounts Officer.
  - v) One officer of the Board of the concerned subject in the agenda.
  - vi) One member of the Board.
  - vii) Senior Programmer/ Senior SAP as member.
- b) The Joint Secretary/Deputy Secretaries (Administration) of the concerned Divisions of the Board shall be co-opted as member of the Tender and Purchase Committee without the right to vote as and when necessity arises to decide a matter under consideration of the Committee through vote.
- c) All procurement above Rs. 2 lakhs except for the confidential in nature must be through e-tender system only.
- d) At least 1(one) meeting of the Committee shall be held in a calendar year.

- e) The Committee shall advise the Board in all aspects of procurement of goods and services required by the Board in the course of its mandated duties in adherence to the provisions of the Section 29 of the Act and the Assam Public Procurement Act, 2017 and the Assam Public Procurement Rules, 2029 in general, and in the following matters in particular:
- a) The Committees shall examine all proposals of procurement of goods and services by the Board through tender, and shall recommend in the matter of subsequent course of action to be taken by the Board in this regard after necessary corrections/ modifications, if any, and strictly in adherence to the provisions of the Act of the Board and other relevant Acts, Rules and Regulations framed there under and other instructions/guidelines of the Government of Assam in this regard.
  - b) To examine the drafts of all Notices Inviting Tenders/Quotations for procurement of goods and services by the Board and to ensure that such drafts are complete in all respects and flawless, and to suggest modification/corrections if any deficiency/defect is noticed therein.
  - c) To ensure that all Notices Inviting Tenders/Quotations for procurement of goods and services by the Board are floated/published in a scrupulous and transparent manner strictly adhering to the Provisions of the relevant Act(s) and Rule(s) and Regulations framed there under and other pertinent guidelines/instructions issued by the State Government and in force at that time.
  - d) To check as to whether the tenders/quotations submitted in response to the notices published in this regard are submitted with all requisite information/documents and suggest necessary course of actions to be taken in the cases of defective and incomplete offers.
  - e) To check the rates of goods and services offered by the intending suppliers and corresponding rates of such goods and services in the open wholesale and retail markets, and suggest the Board on the subsequent course of actions to be taken in such regard.
  - f) To check or get checked by experts and obtain reports of the quality of the sample of the articles, wherever necessary, are in conformity of the specifications of such articles as mentioned in the Notices Inviting Tenders/Quotations.
  - g) To recommend the Board to accept such offers of lowest price subject to adherence of other terms and conditions as mentioned in the Notices Inviting Tenders/Quotations.
  - h) To recommend punitive actions against such suppliers who violate the conditions of the Notices Inviting Tenders/Quotations and agreement of supply executed with the Board.
  - i) The role of the Committee shall be, as stated in the Section 29 of the Act, and, therefore, all of its recommendation shall be given effect only after accord of approval to such recommendations by the Board.



- j) The committee will have jurisdiction on the matter when open tendering has been done. For all confidential matters like printing of Question Paper, Result Processing and other confidential matter, open tendering process will not be followed.

10) TECHNICAL AND INFORMATION TECHNOLOGY (IT) COMMITTEE:

Along with the general functions as mentioned above, the other particular functions of the committee will be as follows:

- a) The Committee shall consist of:
  - i) The Chairman of the Board – Chairman.
  - ii) The Vice Chairman of the concerned Division of the Board
  - iii) The Secretary of the concerned Division of the Board – Secretary.
  - iv) One Board member.
  - v) The Joint Secretary/ Deputy Secretaries (Information Technology) and the Programmer of the concerned Division of the Board, shall be co-opted members of the Committee without the right to vote as and when necessity arises to decide a matter under consideration of the Committee through vote.
  - vi) One third of the total number of members, excluding the co-opted member(s), of the Committee shall form the quorum of the meeting.
  - vii) At least 1 (one) meeting of the Committee shall be held in a calendar year.
  - viii) The Committee shall provide guidelines and review the implementation of Technical and Information Technology related matters to the Board in the following matters:
    - i. In the use of right and cutting-edge technology in its needs.
    - ii. In the matter of development of data security, privacy and sharing.
    - iii. In the matter of procurement/purchase of hardware and software.
    - iv. In the matter of hire of manpower for its manifold requirement of use of Information Technology.
    - v. In the matter of compliance with the National Digital Education Architecture (NDEAR).

**11) CONFIDENTIAL CELL**

In order to give effect to the confidential and secret parts of the works related to the examinations, as described in the Section 17(ii) of the Act, the Board, involving only a few of very responsible officers and staff of proven integrity, shall constitute a Confidential Cell. This Cell shall work under the overall superintendence of the Board and not be a part of the Examination Committee. The Board shall prepare the protocols and Standard Operating Procedure for functioning of this Cell. To prevent the possibility of unintentional leakage/disclosure of secret and confidential materials related to examination, the Board shall review and update such protocols and Standard Operating Procedure vis-à-vis proliferation of technology etc. used for leakage/disclosure.

This cell shall not be a part of the role and functions of the Examination Committee. However, as per provision of the Section 28(1) of the Act, the Board may constitute a separate Committee to guide and advise in the matters of secret and confidential aspects of examinations, if needed.

12) As per provision of the Chapter 28(1)(viii), in addition to the committees as described above, may appoint such other Committees as may be found necessary.

13) The Board will have Regional Offices in each district for smooth functioning of the Examination and other related works for both Division I and Division II.

a) The Regional Offices will comprise of,

i) Inspector of Schools as Chairman.

ii) One District Program Officer (DPO) or equivalent, as Member Secretary. He/ She will be nominated by the Inspector of Schools of the respective district.

iii) One EDP or equivalent, as Member. He/ She will be nominated by the Inspector of Schools of the respective district.

b) Each official of the Regional Office will be given monthly remuneration which will be decided and revised by the Board as and when required. Board will also provide necessary logistics if deemed necessary.

c) The Regional Office will be utilized for various Examination related purposes, including the recruitment examinations and other important exams. They will also be used for other important works of ASSEB Division I and Division II, when deemed necessary.

d) Board may nominate/ add/ remove additional members in any of the Regional office as and when necessary.

**CHAPTER-III**  
**MANAGEMENT AND DISCIPLINE OF THE FINANCE OF THE BOARD**

In order to maintain overall financial discipline in the Board following regulations shall be adhered to: -

- 1) The accounts of Division I and Division II of the Board, shall be maintained digitally in addition to manual mode.
- 2) The fund that the Board shall have, to be called Assam School Education Fund, as elucidated in Section 20 of the Act, shall be credited:
  - a) The income of the Board from fees, grants and other legitimate modes of receipt of genuine fund.
  - b) Contributions, which may be made by the Government of Assam under such conditions as may be imposed, and
  - c) Receipts from other sources under the provisions of the Act and the Rules and Regulations framed there under.
- 3) All money at the credit of the fund of the Board shall be kept in the State Bank of India or Assam Cooperative Apex Bank, as per provision of Section 21 of the Act, provided that nothing in this Regulations shall preclude the Board from investing any money, as are not required for immediate expenditure, in any legitimate and approved manner. In case of exigencies, the Chairman may with the approval of the Board may take appropriate decision.
  - a) There shall be 2(two) separate Bank Accounts in the name of Division-I and Division-II of the Board and the fund of the erstwhile Secondary Education Board, Assam and the Assam Higher Secondary Education Council, which have been merged in the Board, shall be remitted in the in the Bank Accounts of the Division-I and Division-II respectively. However, there shall be one final account of the Board, where the final accounts of the Division-I and Division-II shall be converged.
  - b) The Permanent Account Number of the Income Tax Department will be registered in the name of the Board and the registration with the competent authorities of the Central Goods and Services Tax and State Goods and Service Tax shall be changed and re- registered in the name of the Division-I and Division-II of the Board respectively.
  - c) In the matter of Income Tax, Central Goods and Services Tax, other Central Taxes, State Goods and Service Tax, and other state taxes, the Division-I and Division-II of the Board shall be two different and distinct assesses/ entities. All formalities required to be followed as per Income Tax Rules and Regulations are to be maintained without any exception.

- d) All proposals of issue of work orders and making payment in part or full shall have to approved by the Chairman. However, the Chairman may, considering the need and subject to the approval of the Board, may delegate such powers to the concerned Vice Chairman by issuing orders in this regard.
- e) The authorities of signing cheques for making payment from the fund of the Board shall be as below:
  - i) The Cheques of the denomination upto Rs.50,000.00 (Rupees fifty thousand) shall be signed by the Vice Chairman and Secretary/Chief Accounts Officer of the concerned Division of the Board.
  - ii) The Cheques of the denomination of more than Rs.50,000.00 (Rupees fifty thousand) to Rs.1,00,00,000.00 (Rupees one crore) shall signed by any two signatories from among the Chairman of the Board or Vice Chairman of the concerned Division of the Board and the Secretary of the concerned Division of the Board. However, the Chairman, if deemed fit, may enhance the power of signing cheques by Vice Chairman.
  - iii) The authority of signing cheques of the denomination of more than Rs. Rs.1,00,00,000.00 (Rupees one crore) shall be the Chairman and the Secretary of the concerned Division of the Board or as decided and notified by the Chairman.
  - iv) The same procedures of signing cheques, as elucidated in Clause 2(e)(i)(ii)(iii) above, shall be followed in making confidential payment against the confidential works done on behalf of any Division of the Board. The confidential branch will issue sanctions only from a file which shall be maintained exclusively by the Controller of Examinations. He/ She will prepare the cheques and place before the Chairman/ Vice Chairman/ Secretary as the case may be. All Rules/ Regulations of Gol and GoA are to be followed without any exception.
- 4) As per provision of Section 22 of the Act, the fund of the Board shall be applicable only to payment of charges and expenses incidental to matters specified, and for other purposes and duties duly conferred upon the Board under the provisions of the Act and the Rules and Regulations framed there under.
- 5) The expenditure of the Board incurred for holding of the Board meeting, honorarium to Secretary of the Board, expenditure on travel of the Chairman and Secretary of the Board, expenditure to host guest of Board etc. is to be equally shared by both the divisions. For this purpose, the Board may decide to keep deposit of an amount in the Bank Account of the Board, equally shared by both the Divisions to meet such future expenditures. This fund may be replenished time to time.
- 6) A team comprising the Secretaries of both Divisions of the Board, Principal Chief Accounts Officer, Deputy Secretary (Accounts) of both Divisions of the Board shall be responsible for preparation of the Annual Budget Estimate for placing the same before the Finance Committee of the Board. Such Budget Estimate shall be prepared Divisionwise.

- 7) They also shall be responsible for proper maintenance of the accounts of the Board under such Head of Accounts as may be determined by the Board as per advice of the Finance Committee.
- 8) A meeting of the Board in the month preceding the month of commencement of the Financial Year or earlier shall be convened for examination, discussion and approval of the Annual Budget Estimate, to be presented by the Secretary of the Board, showing the anticipated income and expenditure of the Board for the following financial year together with a revised estimate for the current year. A report on the working of the Board for the preceding year with the recommendations of the Administrative Committee be also placed before the said meeting by the Secretary of the Board.
- 9) The Accounts of the Board be audited by a Chartered Accountant, in the manner as elucidated in Section 21(1) and 24 of the Act, at least once in a year and a copy of the audited accounts shall be submitted by the Board to the Government of Assam after completion of the audit, as well as to the Income Tax department.
- 10) The Secretary of the Board, shall arrange to receive all payments to the Board, and shall credit such received fund under the proper Heads of Accounts.
- 11) The Accounts of the Board shall be maintained in such manner and form as may be advised by the Finance Department of Govt. of India as well as Govt of Assam and approved by the Board. The bills/vouchers/other forms of claim of payment, against which payments made or expenditure incurred shall be preserved for such time as may be provided in the Rules of the Board before of destruction of old records.
- 12) In respect of all matters of procedure or regulations for maintaining accounts, not specifically provided for in these Regulation, relevant Rules of the Government of Assam in force shall be followed to the extent these are not inconsistent with the provision of the Act and the Rules/Regulations framed there under.
- 13) The Corrections and alterations in the books of accounts shall be made in red ink by drawing a single line through the original entry, which is to be corrected. Such corrections and alterations should be attested by the concerned Assistant Secretary (Finance and Accounts) by putting his/her dated initials. Each correction and alteration in total of the bills, vouchers, other forms of claim of payment, or receipts shall be attested by the dated signature of the person signing such bills, vouchers, other forms of claim of payment, or receipts and each correction in the payment order or in cheque shall be signed in the same way by the officer ordering the payment and signing the cheque. All corrections on receipts are to be countersigned by the Seniormost Accounts Officer. The use of erasures, correction fluids of any kind and overwriting, on no account be made in Registers, Cheques, Vouchers or accounts of any description.
- 14) The objection statements issued by the auditor during the course of audit shall be returned to such auditor, clearly indicating the action taken or proposed to be taken to settle the objections, under the signature of the Seniormost Accounts Officer or any other officer authorized by the Seniormost Accounts Officer in this regard.



- 15) Whenever any loss to the fund of the Board or other property of the Board is caused by embezzlement, fraud, theft or due to negligence of any of the employees of the Board, or for other reasons, comes to light, a preliminary investigation into the loss shall immediately be caused by the Secretary of the concerned Division or by an officer authorized for the purpose. The report of such enquiry shall be brought to the notice of the Chairman and the Chairman shall decide the matter as to whether such report should be placed before the Administrative Committee or not, considering the value of loss indicated in the report of inquiry. If the value of loss is huge, then the matter should be placed before the Administrative Committee. When the matter is placed before the Administrative Committee, it shall entrust an officer of the Board or shall constitute a Special Committee to cause a detailed inquiry into the matter. The report of such inquiry shall be placed before the Administrative Committee. If the circumstances leading to the loss demand it or if the Administrative Committee so desires, arrangements should be made with the statutory auditor or such other agency as the Board may decide for expert examination of accounts by means of special audit. After receipt of the reports of the statutory auditor or from the agency engaged for the special audit, a detailed report should be submitted to the Administrative Committee by the Secretary of the concerned Division of the Board mentioning there the extent of total loss caused to the Board, circumstances that led to such loss, steps taken or proposed to be taken to recover the loss, punishment proposed to be given on the offender and the measures taken or proposed to be taken to prevent recurrence of such loss in future. The Administrative Committee, on the basis of the report of the concerned Secretary, shall finalize the mode of recovery and nature and quantum of punishment to be given to the offender.
- 16) No employee of the Board shall issue duplicate copies of receipts granted for money received, or duplicate copies of the bills or other documents which have already been paid, on the plea that the originals of such documents have been lost. If any necessity arises for issue of such document, a certificate may be given by the Cashier to the effect that on a given day, a certain amount was received from or paid to a certain person. The certificate to be countersigned by the Chief Accounts Officer.
- 17) Bank Drafts, Bankers's Memorandum of the State Bank of India, Assam Cooperative Apex Bank or any other Bank approved by the Board, shall be accepted against payment of fees etc.
- 18) All receipts shall be received by the Cashier or any other person duly authorized by the concerned Division of the Board, and shall be entered in the Cash Book and subsidiary registers maintained for on the very same day.
- 19) All receipts shall be acknowledged in appropriate form prescribed for the purpose. The form of receipt will be in triplicate copies and shall be signed by the Assistant Secretary (Finance and Accounts) or by a Senior Administrative Assistant, duly authorized, in the Accounts Branch of the concerned Division of the Board. The original copy of the receipt shall be issued to the payee, the second copy shall be sent to the concerned Branch for doing the needful, and the third copy shall be retained as office copy. If the receipt is electronically issued, statements of such reports be made available for audit.



- 20) The printed receipt forms shall be bound in books, each containing 100 (one hundred) nos of receipts in triplicate consecutively machine numbered. A Stock Register of Receipt Books shall be maintained and all receipt books which have not been brought into use will be kept under lock and key in the custody of the Seniormost Accounts Officer or any other officer duly authorized by the Chief Accounts Officer.
- 21) The Cashier or a person duly authorized for the purpose shall be responsible for all money, including Bank Drafts/ FD etc. received and shall maintain necessary accounts of receipts and expenditure including the accounts of permanent advance (imprest money).
- 22) All money, including Bank Draft, received by the Cashier or by a person duly authorized for this purpose shall be entered in the Cash Book daily. The Bank Drafts, shall be sent to the Bank for collection as early as possible. A detailed record of all remittances sent to the Bank shall be maintained in proper Register.
- 23) The Cash Book should be closed daily by the Cashier or by the person duly authorized on this behalf and submitted to the Assistant Secretary (Finance and Accounts) or to any other officer, if duly authorized, for verification and signature. The cash balance shall be verified by the Secretary of the concerned Division of the Board on the closing day of every month.
- 24) The payment should be made by cheques/ RTGS/ other mode electronic money transfer approved by the Board in all practically possible cases.
- 25) The bills and other vouchers presented for payment shall be checked by the Assistant Secretary/ Superintendent (Finance and Accounts) in case of petty claims for contingent expenditure by the imprest holder; and if the claim is admissible, the authority good, signature true and in order and the receipt a legal acquittance, the Assistant Secretary/ Superintendent ( Finance and Accounts) will record and submit it to the Chief Accounts Officer for further examination and put up the file to the authority competent to issue the payment order. The pay order shall invariably specify the amount payable both in words and in figures under the dated signature of the officer competent for this purpose:
  - a) Every item of expenditure made from the fund of the Board, shall be entered in a bill in the prescribed form and signed/countersigned by an officer of the Board authorized for the purpose. The supplies of the store, stationeries and contract etc. may submit their own bills incorporating necessary detail of claims. Additional particulars required such as Head of Accounts, Stock Certificates, Completion Certificates etc. shall be inserted by the office of the concerned Division of the Board.
  - b) Except in case of employee(s), who have been dismissed, transferred, resigned or died, the salary of the employees shall be drawn on the last of the month in respect of which the salary is earned. However, in special and extra ordinary circumstances, the Chairman of the Board is empowered to order for payment of salary earlier than the last working day of the month.

- c) The arrear of pay etc. of the employees of the Board shall be drawn in separate bills in which reference should be given to the bill from which the charges were omitted, withheld or refunded if any.
- d) Except in cases of confidential printing, the bills and vouchers presented for payment shall be checked by the Assistant Secretary/ Superintendent (Finance and Accounts) or in case of petty claims for contingent expenditure by the imprest holder, and if the claim is admissible, the authority good, signature true and in order and the receipt a legal acquaintance, the concerned Assistant Secretary/ Superintendent (Finance and Accounts) will record and submit to the Chief Accounts Officer for examination and putting up the matter in accordance with the laid down procedures for issue of payment order. The pay order shall invariably specify the amount payable both in words and in figures under the dated signature of the competent officer.

After the bill has been passed and order to pay recorded on it, the payment shall be made by cheque/RTGS or other approved electronic mode of fund transfer, drawn in the name of the payee or in cash from imprest advance. In the former case, the entry shall be made in the Cash Book, and the having been stamped with the inscription "Paid by Cheque No.....Dtd....." shall be filed. In later case, the requisite entry shall be made in the impress account and bill having been stamped with the inscription "Paid in Cash" shall be retained by the impress holder till recoupment of impress.

- e) The bills submitted by the parties for confidential printing works shall be received and scrutinized by the concerned Controller of Examination and Pay Orders to be given by the Chairman of the Board. The bills shall be sent to the Seniormost Accounts Officer for making payment after the names and addresses of the printer/supplier are removed. The cheques shall be issued to the Chairman of the Board who shall cause the dispatch of it through the concerned Controller of Examinations. A certificate of payment will, however, be given by the Chairman for records in the Accounts Branch. These vouchers shall not be subjects of audit scrutiny. However, the Board, in the interest of maintaining utmost confidentiality may update/modify this procedure by putting new protocols/SOPs in place. At the time of payment it should assured that all statutory deductions are made.

- 26) The members of the Board and different Committees constituted by the Board shall be entitled to draw Travelling Allowances and Daily Allowances etc. from the fund of the Board at the rates as admissible according to the Regulations of the Board or as may be decided upon by the Board in accordance with the procedure laid down in this Regulation.
- 27) The payment of Travelling Allowances and Daily Allowances to persons other than the members of the Board or members of the Committees of the Board shall be made in accordance with the provisions contained in the Regulations of the Board or as may be decided by the Board.
- 28) The Travelling and Daily Allowances bills shall be drawn in an approved form, and a Bill Register shall be maintained shall be maintained for the purpose.

- 29) The monthly statement of accounts in respect of the bills of the fund of both Divisions of the Board, as received from the Bank every month shall be checked by the Cashier or any other person authorized for the purpose, item by item with the entries in the Cash Book and a certificate stating that such checking are done shall be recorded therein with the dated signature of the Assistant Secretary (Finance and Accounts). If any mistake is detected in the Bank Statement, the matter should at once be brought to the notice of the Bank authorities for necessary corrections. If on comparison of the Bank Statement with the Cash Book it appears that any cheque has not been encashed for an unduly long period, efforts should be made to trace out such cheque, and if it cannot be traced out, payment against such cheque shall be stopped by an order of the Drawing Officer.
- 30) The Board shall use franking machines of India Post for postages with due observance of orders/guidelines etc. for dispatch of letters and documents. It may also use postage stamps when necessary for dispatch of letters, packets, registered and insured articles etc. In order to keep check over the value of postage expenditure in dispatch of the letters and other articles, necessary accounts shall be maintained in a Register in which receipts and issues of stamps will be recorded as they occur by the Assistant responsible for issue of Daks. The Register should be checked and the balance should be certified by a responsible officer.
- 31) The Board shall maintain proper accounts of issued, cancelled, lost and destroyed cheques and shall take necessary actions in accordance with the guidelines of the concerned Bank or Finance Department of the Government of Assam.
- 32) The Pass Book for each Bank Account maintained by the both Divisions of the Board, should be sent to the Bank at regular intervals, for updating their entries. The entries in the Pass Book should be checked item by item with the Cash Book and a certificate to that effect should be recorded under the dated signature of the Assistant Secretary/ Superintendent (Finance and Accounts). If any mistake is detected in the Pass Book, the concerned Assistant Secretary/ Superintendent (Finance and Accounts) shall at once bring it to the notice of the Bank for necessary action with an intimation of the Chief Accounts Officer and the Secretary of the concerned Division.
- 33) On receiving and taking over charge of the permanent advance, the holder shall sign and file an acknowledgement. A similar acknowledgement shall also be given by the holder on the first working day of the year.
- 34) At the end of each month, a monthly account shall be prepared from the classified abstract within a day, to be decided by the Board, of the month following the month to which it is related.
- 35) At the end of each year an annual account and balance sheet shall be prepared and after signature by the concerned Secretary, and it shall be laid before the Finance Committee within the 6 (six) months of the following year. The annual account has also to be laid before the Board in a meeting to be held thereafter.
- 36) In order to exhibit the correct position of the assets of the Board as far as possible, a certain percentage, to be decided by the Board, depreciation of the original face value of the asset will be



charged and then only the value of the assets shall be exhibited in the balance sheet and the amount of depreciation so calculated will be placed under the depreciation fund of account.

- 37) The security deposit, whether made in cash or in the form of interest bearing securities should be covered by a bond of agreement setting forth the conditions on which the security is held and may be ultimately refunded or appropriated. Reference to such bond of agreement should be recorded in the Register of Deposits or Register of Securities as the case may be. All the interest bearing securities should be pledged in favour of the concerned Secretary.
- 38) Without special order of the concerned Secretary, no security deposit shall be repaid or retransferred to the depositors or otherwise disposed of or except in accordance with the terms of agreement or bond.
- 39) Details of all investments including fixed deposits with the Banks shall be entered, from item to item as and when occasion arises, in a Register of Investments in which every entry shall be attested by the Chief Accounts Officer or by an officer authorized on this behalf. Each investment shall ordinarily be recorded on a separate page of the Register.
- 40) A Register of furniture, equipments, tools, instruments and other miscellaneous articles of stock shall be maintained. An inventory of furniture and equipments in each room of the office shall be maintained. The inventory shall be kept up to date and verified once in a year by the Estate Officer of the Division concerned. It shall be the responsibility of the Estate Officer of the Division concerned to keep the list up to date and make physical verification of the items from time to time.
- 41) A Stock Register of stationery and other consumable articles shall be maintained in which every transaction shall be entered as and when occasion arises. Separate pages of the Register shall be assigned to different kind of articles. At the close of every month, entries in the Register shall be checked by the concerned Assistant Secretary/ Superintendent (Finance and Accounts) or any other officer deputed for this purpose by the concerned Secretary, who shall sign the Register against the last entry of every month.
- 42) The balance of the stock shall be verified annually by an officer deputed by the concerned Secretary and the verifying officer shall record a certificate to the effect of his token verification. The deficiencies or surplus, if any, should be brought to the notice of the Secretary concerned at once.
- 43) Separate Registers in respect of Government Grant and other grants received should be maintained. The amount of grant for every specific purpose should be distinctly indicated in the respective Register, immediately after payment. At the end of the year a statement should be compiled and should be submitted to the concerned Secretary through the Chief Accounts Officer for further necessary action.
- 44) The Cashier or a person authorized to handle the cash shall furnish security to an amount to be fixed by the Administrative Committee. Such security may be in cash, Government Papers or other

stock or a bond hypothecation of property, and in each case a security bond shall be executed on the proper stamp paper. However, the volume of cash flow to/from the office shall be considered, while giving effect to this provision of the Regulation.

- 45) The estimate of income shall be prepared on the basis of previous year's figures inclusive of arrears, if any, with such modifications as may be necessary keeping in view the probable increase or decrease that may feature out of any special factor that may operate during the following year.
- 46) The estimate of contingent expenditure should be based upon the actual expenditure of the previous year, excluding any special item of expenditure which might have been incurred during that particular year under any extra ordinary circumstances and also upon any special factors that one likely occur during the following year. The variations should be made when justified and backed by adequate explanations.
- 47) In expenditure on pay of the employees and establishment and other fixed recurring charges, such as rents, allowances, share of the Board to the Provident Fund etc., the estimate shall be prepared according to actual sanctioned scale /rate. Provisions shall be made for the gross sanctioned pay without deduction of any kind. For this purpose, schedule showing details of employees and establishment should be prepared and annexed to the estimate. A suitable provision of leave salary, as far as can be anticipated/estimated, shall be included in the provisions of pay of the officers and establishment.
- 48) All new items of expenditure shall be specially identified in the "remark" column of the Budget Estimate which shall be further supported by a memorandum explaining the important variations between (i) the Budget, and the revised estimates of the current year and (ii) the revised estimates of the current year, and the Budget Estimate for the ensuing year, i.e. the year to which the Budget relates.
- 49) All Budget allotment lapse at the close of each financial year and the unspent balance shall not be available during the following year.
- 50) The same procedure shall be followed in preparing the supplementary Budget Estimate of a particular year as is done in the case of preparation of the original estimate.
- 51) The Chairman of the Board shall have the power to re-appropriate fund from one detailed Head of Account to another detailed Head of Account with intimation to the Finance Committee, however, without exceeding the overall annual Budget provision sanctioned by the Board. The re-appropriation from one Major Head of Account shall have to be approved by the Finance Committee.
- 52) Nothing in there in the Regulations, however, prevent the Board to make inevitable payment for want of provisions in the Budget or temporary exhaustion of Budget provisions.

- 53) All decretal amount, or amount to be paid by the Board in compliance of the order of any Court shall be paid with the approval of the Chairman of the Board. However, the matter shall be placed in the Finance committee in due course of time for its appraisal.
- 54) All liabilities incurred, shall however be liquidated without undue delay and in no circumstances be allowed to carry over to the next financial year without the sanction of the Chairman nor shall payment be kept postponed to the last day of the financial year.
- 55) The rates of fees of examination and other fees and the rates of remuneration, Travelling Allowances and Daily Allowances etc. to the question paper setters, examiners etc. shall be such as may be decided by the Board from time to time in consultation with the Administrative Committee and Examination Committee.
- 56) To keep track of the online receipt and expenditure of fund, in the approved mode, the Board may develop and use a suitable software.
- 57) In case any doubt arises in interpretation of the foregoing provisions of this chapter of this Regulations, the decision of the Board shall be final.
- 58) While giving effect to the aforementioned clauses of the Regulations in the matter of management of finance and accounts of the fund of the Board, in addition to relevant provisions of the Act of Board and the Rules and Regulations framed there under, efforts should be made to adhere to the pertinent provisions, if any, of the following statutes:
- a) Fundamental Rules and Subsidiary Rules.
  - b) The Assam Financial Rules, 1939
  - c) The Assam Fiscal Responsibility and Budget Management Act, 2005
  - d) The Assam Public Procurement Act, 2017
  - e) The Assam Public Procurement Rules, 2020
  - f) The Assam Treasury Rules & Subsidiary Rules.
  - g) All other Acts/ Rules/ Guidelines in force of the GoI and GoA.

#### **CHAPTER-IV**

#### **REGISTRATION OF SCHOOLS UNDER THE BOARD (RECOGNITION/ AFFILIATION)**

- 1) All High Schools, Higher Secondary Schools and Senior Secondary Schools, which are registered under the erstwhile Board of Secondary Education, Assam and Assam Higher Secondary Education Council, shall automatically be registered by and affiliated to the Board. However, the Board, if consider it necessary, may call for additional information from any or all of such educational institutions, and such institutions shall be bound to furnish such information within the stipulated time to the Board.



- 2) All new private High Schools, Higher Secondary Schools and Senior Secondary Schools and which have been given permission by the office of the Director of Secondary Education, Assam under the provisions of Assam Non-Government Educational Institutions (Regulation and Management) Act, 2006 and Assam Non-Government Educational Institutions (Regulation and Management) Rules, 2007 framed there under, shall also be registered and affiliated by the Board, subject to payment of fees of the amount approved by the State Government.
- 3) All new and private High Schools, Higher Secondary Schools and Senior Secondary Schools, who seek registration and affiliation of the Board, must submit applications in the prescribed form within the time to be stipulated by the Board for this purpose. The copies of the order and other pertinent document, if any, issued by the office of the Director of Secondary Education, Assam, must be enclosed with such application form.
- 4) However, the Board may write to the office of the Director of Secondary Education, Assam to verify the authenticity of the copies of orders and other pertinent documents purported to be issued by them and enclosed to applications seeking registration and affiliations by the schools as described in Clause 2 above.
- 5) On receipt of the confirmation of authenticity of documents, as described in Clause 4 above, from the office of the Director of Secondary Education, Assam, and on receipt of clearance from both of the Divisions of the Board, the concerned division shall issue the provisional registration and affiliations to the concerned educational institutions.
- 6) However, if needed, the Board may resort to physical verification of movable and immovable properties, infrastructure, man power and enrolment of students, claimed to be in place by the High Schools, Higher Secondary Schools and Senior Secondary Schools as described in Clause 3 above, for final registration and affiliation.
- 7) The provisional registration and affiliation shall only be issued by the Board on deposition of the requisite amount of fees, to be decided and revised by the Board from time to time, by the concerned educational institution.
- 8) After completion of 1(one) year of issue of the provisional order of registration and affiliation, and after receipt of satisfactory report of physical verification to the effect that all conditions/requirement of registration and affiliation are in order, such provisional permissions shall be made absolute and orders to that effect shall be issued. After issue of absolute order or after maximum three years after issue of provisional order from each institution renewal fee @ Rs 1000 per year, per stream will be collected along with the examination fee of final year. However, the Board may revise the renewal fee as and when required.
- 9) Other Pre-requisites for Recognition/ Affiliation under the Board are as follows.

School desirous of being Recognized/ Affiliated under the Board shall submit the Application in prescribed form showing

- a. That the school is under the management of a regularly constituted committee on which the teaching staff is represented, that proper provision is made for the continuance of the existence of such committee and that the rules are such that the committee can exercise necessary amount of control over the working of the school.
- b. That the qualification, character and experience of the Headmaster and the rest of the teaching staff are satisfactory, that due provision is made in respect of the number of teachers, and otherwise for carrying on all the courses of instruction including the elective/ optional subjects prescribed for the standard in which the school desires to be recognized and that the conditions governing the tenure of the office of the Headmaster and the staff are such as to Fender proper continuity of work possible.
- c. That the accommodation is sufficient for the classes under instruction in the school.
- d. That the sanitary conditions attached to the school are adequate and are kept in good order.
- e. That arrangements are made for the supply of good drinking water to the pupils and facilities are provided to allow them to partake of refreshments.
- f. That due provision is made for the maintenance of a good library and for lending out appropriate books (not school text books) for the use of pupils.
- g. The due provision for good laboratory is available for the pupils with good condition of apparatus and equipment.
- h. That when any subject requires for its proper understanding to be illustrated by special appliances e.g., the subject of geography by maps and models, and the science subjects by a collection of objects or collections in the form of a museum, such provision has been made.
- i. That the school authorities have made provision to ensure ragging free environment, discipline and good conduct among the pupils, both within and outside the school premises and that there are suitable arrangements for their recreation.
- j. That when pupils are not resident with either parents or guardian the school authorities will insist on such students living either in a hostel or a mess which is duly inspected and placed under the control of some person responsible to the Headmaster of the school for the discipline and wellbeing of such pupils.
- k. That the school maintain a good Teacher pupil ratio in each class, as per the mandate of the School Education Department of Govt of Assam.
- l. That the school authority has made adequate arrangements for giving a course of physical training to all pupils unless exempted by a competent authority for special reasons.

- m. That the financial stability of the school is assured.
  - n. That there is not reasonable fall in registration of pupils, i.e., less than 20, in each of the classes, due to which Board may withdraw the Recognition/ Affiliation of such school.
- 10) However, when the order of withdrawal of recognition or order of closure is issued in the case of any educational institution by a competent authority under the provision of Assam Non-Government Educational Institutions (Regulation and Management) Act, 2006 and Assam Non-Government Educational Institutions (Regulation and Management) Rules, 2007 framed there under, the Board shall also withdraw recognition and affiliation granted to such educational institution.
- 11) **Withdrawal of Recognition/ Affiliation**
- The privilege of recognition may be withdrawn or withheld for any period from any institution by the authority competent to recognize that institution if it,
- a) Has poor performance (less than 30%) in the Board exams, for consecutively 3 years, or
  - b) Has willfully transgressed or evaded the rules in this chapter, or
  - c) Does not give reasonably good instruction, or
  - d) Does not maintain good discipline, or
  - e) Fails to abide by the rules and regulations prescribed by this Board or Department of School Education or Director Secondary Education.
- 12) The Board shall issue orders of recognition and affiliation to new Government /Provincialized schools and schools constituted under Sarba Siksha Abhiyan, on receipt of the orders in this regard from the competent authority in the Government, subject to payment of required fees as decided by the State Government.

#### **CHAPTER IV**

#### **REGISTRATION OF STUDENTS UNDER THE BOARD**

- 1) **Registration of the Students in Division-I of the Board:**
- a) The registration of the students of Class-IX under Division-I of the Board shall begin in the month of April every year. The schools affiliated to it and as notified by the Board every year, are required to do the registration of all students of Class-IX enrolled in such schools/educational institutions, with the Division-I of the Board.

- b) The registration in Class-IX is done only once for a student. If such a student failed in examinations or dropped out, but wants to continue his/her study, then he/she is not required to do the registration again. He/ She can continue his/her study with the old registration number and appear in the succeeding examination conducted by the Division-I of the Board.
- c) The student, who intends to do the registration in Class-IX, must attain the minimum 13 + (thirteen plus) years of age on the 1<sup>st</sup> April of the year in which registration is intended to be done.
- d) The school, where the student(s) are enrolled, must collect the details/particulars of the student(s) of Class-IX in the prescribed format of data capture sheet, as given by the Division-I of the Board.
- e) Along with the details/particulars in the prescribed format of data capture sheet, the schools shall also collect following documents/ materials from each of their students of Class-IX:
  - (i) A coloured passport size photograph of the student with white background.
  - (ii) An authenticated photocopy of the Birth Certificate of the student, to be uploaded in the Registration Portal.
  - (iii) The student is required to provide his/her AADHAAR number in the data capture sheet. If the AADHAAR number and also DISE code number of the student.
  - (iv) The required amount of fees for registration, as decided by the Division-I of the Board.
- f) The schools are required to log in to the Registration Portal/Website of the Division-I of the Board with their respective credentials, as provided by the Division-I of the Board and as per notification and procedures notified by the Division I in each year.

In the event of loss of the password, the school is required to collect fresh password from the respective Member Secretary of the concerned Regional Office of the Board.

2) Registration of the Students in Division-II of the Board:

- a) The registration of the students of Class-XI under Division-II of the Board shall begin in the month of September every year after starting of the new academic sessions in the concerned schools/educational institutions. The schools, affiliated to and as notified by the Division-II of the Board every year, are required to do registration of all students of Class-XI enrolled in such school with the Division-II of the Board.
- b) The registration in Class-XI is done only once for a student. If such a student failed in examinations or dropped out, but wants to continue his/her study, then he/she is not required

to do the registration again. He/She can continue his/her study with the old registration number and appear in the succeeding examination conducted by the Division-II of the Board.

- c) The students, who intend to be registered in Class-XI of the Division-II of the Board, must pass the Class-X examination from any recognized Board or Council.
- d) The school/educational institution, where the students are enrolled, must collect the details/particulars of the students of Class-XI in the prescribed format of data capture sheet, as given by the Division-II of the Board.
- e) Along with the details/particulars in the prescribed format of data capture sheet, the school is also required to collect all required documents/ materials from each of its students of Class-XI as per notifications issued each year by the Division II.
- f) After updating the school details, the school will proceed for Registration of Students. The admission data from 'DARPAN' portal is readily reflected in the Dashboard of the school on the Registration Portal. The school shall modify and submit the details/particulars of the students one by one as per the details/particulars provided by the students. The school shall carefully upload the photograph, signature and other required particulars, if any, of the student. Detailed procedure for admission through "DARPAN" portal or any other digital devise shall be notified every year by the Division II.
- g) After modification of the data of the student, a checklist is generated and the school needs to download and verify the data entered into the system. In case of detection of any discrepancy, the school can modify it again, before generating the bank challan. Thereafter, the school/institution is required to generate the challan and proceed for making necessary payments. The schools/educational institutions can make through ONLINE mode or through challans or any other mode of payment as approved by the Division-II of the Board. Detailed notification regarding procedure to be followed shall be notified each year by Division – II.

3) Change of School:

- a) No student shall normally be allowed to change the school in which he/she is registered unless he/she is permitted by the appropriate authority in the concerned Division of the Board on the following grounds:
  - i) Transfer of parents, if employed in transferable job.
  - ii) Withdrawal of recognition of the present school, where the student is enrolled, by the Board.
  - iii) On medical ground, if the student is suffering from (a) heart diseases (b) eye sight related diseases and (c) physical incapacitation caused by an accident.
  - iv) In any of such cases, the student shall have to submit an application to the Board, in prescribed proforma, through the Head Master/Principal of the school.



- v) If the application is submitted for change of the school on medical ground, then such application must be supported by a medical certificate issued by a competent physician employed in a Government Medical institution.
- vi) The required amount of fees, to be decided by the Board, should also be deposited.
- vii) The original Registration Certificate is also to be submitted to the Board with the application.
- viii) Such applications are required to be submitted at least 3(three) months ahead of the date of filling up of forms for permission to appear in the concerned examination.
- ix) The change of the school, if allowed, shall be recorded in the Registration Register of the Board as well as in the Registration Certificate of the student.

#### **CHAPTER-V**

#### **CONDUCT OF EXAMINATIONS BY THE BOARD**

##### **1) Examinations:**

The Board shall hold the following examinations, as mandated in the Section 17(ii) of the Act:

- (a) Examinations of Class VI to Class VIII – By Division I of the Board.
- (b) Examinations of Class IX to Class X – By Division I of the Board.
- (c) Examinations of Class XI to Class XII in the streams approved by the Board – By Division II of the Board.
- (d) Examinations under Assam State Open School as decided by the Board.

##### **2) Other Examinations:**

The Board shall also hold examinations other than the aforesaid examinations of the Board as mandated in the Section 17(xxviii) of the Act, without effecting the schedule of the examinations of the Board. Moreover, the Board may introduce Diploma/ Certificate courses of certain disciplines in due course of time and with due approval of the State Government.

##### **3) Eligibility:**

No one shall be allowed to appear in the examinations, as stated in Clause 1 above, unless the candidate:



- a) Has completed the course of study in any school recognized by the Division-I or Division-II of the Board and has attained the minimum percentage of attendance in the classes as prescribed by the Board.
- b) Has completed the examination wise minimum age, prescribed by the Board/Government on the prescribed reference date in this regard.
- c) Bears good conduct and character.
- d) Is a registered student of Division-I or Division-II of the Board.

4) Private Candidates:

Notwithstanding anything contained in this Regulations, the Board may permit any student to appear in the examinations, as mentioned in the Clause 1 above, even though such a student has not attended the prescribed course of study in a school, recognized by the Board, subject to adherence to such terms and conditions as set by the Board, provided that:

- (a) The students have completed the prescribed course of study for the examination in a school not recognized by the Board. Such schools shall have to take special permission of the Board to enable the students to appear in the examination as institutional private candidates.
- (b) The student, as stated Sub Clause(a) above, shall have to attend the minimum number of classes in the unrecognized school and shall have to satisfy the Head Master/Principal of the school, to whom he/she shall submit the application forms for appearing the examinations and fees of examination, about his/her proficiency/eligibility to appear in the examination.
- (c) The Board shall issue guidelines specifying the class wherein the student shall have to register himself/herself as an eligibility criteria to appear in the examinations.

5) Unsuccessful Candidates:

Notwithstanding anything contained in this Regulations, if a student after completion of the prescribed course of study of any of examinations, as mentioned in the Clause 1 above, fails to appear in or fails to pass any examination immediately after the completion of the course, he/she may appear at a subsequently held examination of the said course as readmitted candidate attending regular classes till the concerned course is continued.

Such a candidate shall have to satisfy the Head Master/Principal of the school to whom they submit the application forms for appearing the examinations and have to deposit the amount of fees of examination, about his/her proficiency/eligibility to appear in the examination.

- (a) Test examination is not compulsory for any category of candidates appearing at the regular examinations or repeater examinations. Any candidate, who completes the prescribed course for the examination, is eligible for appearing in the final examination.

- (b) The candidate, who had appeared but failed in any of the examinations, as mentioned in the Clause 1 above, will be treated as a private candidate. The candidate, who had been enrolled for the regular examination but could not appear, will be treated as repeater.

6) Admission to Examinations:

The necessary amount of fees, as decided by the Board, shall be deposited to the Head Master/Principal of the concerned institution within the stipulated time, in the prescribed mode of deposition of such fees.

7) Courses of Examinations:

The courses for examinations shall be prescribed by the Board on the recommendation of the Curriculum and Syllabus Committee.

a) Special provisions of examinations for blind candidates:

- i) There shall have a special course of study prescribed by the Board for blind candidates and such candidates shall have to appear in examinations of such courses only.
- ii) Such blind candidates shall have to take help of amanuenses, who shall be a student of the class one class below the class of the candidate for writing the answers of the questions dictated by the candidate. The Officer-in-Charge of the Examination shall decide the drafting of the amanuenses for the blind candidates.
- iii) Such candidates shall be granted compensatory time, to be decided by the Board, for each hour of the examination, in accordance with prevailing rules and regulations.

b) The special provisions for deaf, dumb and visually impaired candidates (excluding candidates having speech defects) for appearing in examinations conducted by the Board shall be as below:

- i) The deaf, dumb and visually impaired candidates (excluding candidates having speech defects) shall be covered by one language formula and be allowed to study only one language, the language through which they receive their instruction and with one elective subject only.
- ii) Since, there shall be reduction or increase in the total marks in the examinations for such candidates, the results of the examinations of such candidates shall be decided and declared on the basis of the percentage of reduced or increased total.
- iii) Such candidates shall have to apply for appearing in the examination immediately after taking admission in the class preceding the class, on completion of courses of which class, the examinations shall be held. Such applications shall have to be

supported by a clear certificate from a competent Government Medical Authority to the effect of the disability of the candidate.

8) Corrections of Date of Birth, Name, Title etc.:

- a) Once the date of birth of a candidate is reported by to the Board through the mode prescribed by the Board, in the class preceding the class, on completion of courses which class the examinations is held, and entered in the records of the Board, such date of birth shall not be altered after three years of appearance in the regular final exam by the candidate in Class X.
- b) Applications, with recommendations of the Head Master/ Principal of the concerned school, for corrections shall have to be submitted to the Board through the concerned Inspector of Schools. Such Inspector of Schools shall have to compare and verify the pertinent records maintained in the school and submit a report to the effect of genuineness of the application for corrections.
- c) On receipt of such applications and report, the Secretary of the concerned Division of the Board may pass an order for correction on being satisfied that there was error in the report of the date of birth due to wrong calculations or clerical error.
- d) In such cases, where the date of birth is shown on a date beyond the last number of days in a month, such as 29<sup>th</sup> February, except where there is a leap year, such incorrectly reported dates shall be summarily corrected as the real last date of the month without any correspondence or intimation to the institution.
- e) If any inaccuracy is detected at the stage of writing the certificates only, while all other earlier documents were corrected in all respects, corrections in the certificates shall be admissible if the candidates apply through the concerned Head Master/Principal of the school within 3(three) years from the date of commencement of the examination with deposition of fees, to be decided by the Board, for the purpose.

9) Corrections of Name and Title:

- a) If the name or title or both of a candidate is incorrectly recorded in the office of the Board, the necessary corrections shall be made on receipt of an application, through the Head Master/ Principal of the school, from which the candidate who appeared in the examination. Such application should be recommended by the Head Master/Principal of the school and relevant documents like Admit Card, Mark Sheet, Certificate etc., if already issued, should be furnished for recording correction in such documents also.
- b) If any mistake in the spelling occurs due to incorrect reporting of the Head Master/ Principal of the school, an application shall be required to submit for correction of such mistake within 2(two) months of declaration of the results of the examination following the same procedure of Sub Clause (a) above.

- c) When the title is required to be changed due to marriage (at legally allowed age), the regular female candidate shall require to submit an application for change of title through the Head Master/Principal of the school from where she appeared in the examination with attestation of such application by her husband.

All such corrections except those at Clause 8 (a) above shall be admissible if the applications are made within 3 (three) months of date of commencement of the examination with required amount of fees.

- d) When the name & title changed due to gender change or any other reasons, will be allowed only after completion of all formalities required as per prevailing Acts/ Rules/ Guidelines of the Government.

10) Fees:

- a) The fees to be deposited by the candidates for appearing in the examinations, as mentioned in Clause 1 above, shall be decided by the Board and Notifications in this regard shall be issued from time to time.
- b) No candidate shall be allowed to appear in any of examinations as specified in Clause 1 above, if the required amount of fees is not deposited.

11) Scrutiny of Eligibility:

- a) The eligibility of a candidate shall be scrutinized at the office of the concerned Division of the Board under the supervision of the concerned Controller of Examination and he/she shall also decide the eligibility of the candidate, who has submitted application to appear in the examination.
- b) Provided that in the event of facing any difficulty in determining the eligibility of a candidate to appear in an examination, the concerned Controller of Examination shall refer the matter to the concerned Secretary for a final decision with approval of the Board.

12) Allotment of Roll Numbers:

- a) Every candidate, who has submitted an application to appear in any of the examination as specified in Clause 1 above, and his/her eligibility is found in order, shall be allotted a Roll Number by the Board.

13) Admit Card:

- a) Every candidate eligible to appear in any of the examinations, as specified in Clause-1 above, shall be issued an Admit Card by the concerned Division of the Board in the prescribed format through the Officer-in-Charge of the concerned Examination Centre.

- b) On the reverse side of the Admit Card, the rules and regulations, as stated in Clause 19 below to be followed by a candidate in the examination hall shall be printed for information and strict adhere of the candidates.
- c) The Board reserves the right to cancel admission of any candidate before, during or after the examination on reasonable ground/grounds.
- d) The Board also reserves the right to debar a candidate from appearing at any of the subsequent examination of the Board on sufficient convincing ground/grounds.

14) Examination Centres:

- a) All of the examinations, as specified in Clause-1 above, shall be held in the Examination Centers approved by the Board. Each of such Examination Centers shall be managed a centre Committee constituted in accordance with the guidelines of the Board and has to have approval of the Board.
- b) All expenses for conducting the examination shall have to be borne by the Centre Committee from the Centre Fees collected from the candidates.
- c) The Board shall bear the expenses of dispatch of blank answer scripts and confidential papers only.
- d) The Centre Fees and the rate and limit from such fees for conduct of the examination shall be decided by the Board from time to time.
- e) In those cases, where there are candidates more than the number of candidates that can be accommodated in the original school, the Officer-in-Charge of an Examination Centre may select a nearby feeder school to accommodate excess candidates with approval of the Board.
- f) Govt/ Provincialized schools recognized by the Board shall be eligible to get an Examination Centres. While according permission to open an Examination Centre by the Board, the following requirements shall have to be fulfilled:
  - i) The school has received recognition and affiliation of the Board and candidates from the school have been appearing in such examination, for which examination it has been proposed to set up Examination Centre in the school, at least for 5(five) years or for other period as decided by the Board.
  - ii) In case of class X examination, there must be minimum 350 candidates in an examination centre as far as practicable but it cannot be less than 250. Further there must be minimum two feeder schools in case of Class X Examination centre.
  - iii) In case Class XII examination, the minimum number of candidates should be 300 in a centre as far as practicable but it cannot be less than 250 including feeder schools. Further there



must be minimum one feeder School in case of Class XII Examination centre and minimum 65 students from the Centre Schools itself.

- iv) There can not be any venue system against any centre.
- v) The school should have basic infrastructure like sufficient and suitable accommodation and space for sitting of the candidates, toilets, safe drinking water sources and high-rise boundary walls and must have CCTV footage.
- vi) There should be a Police Station in the proximity of the Examination Centre. The distance of the school from the local Police Station should not be more than 8(eight) kilo meters.
- vii) The school should be in the proximity of a Treasury/ Sub Treasury. The distance of the school from the Treasury/ Sub-Treasury should not be more than 8(eight) kilo meters.
- viii) There must have a Post Office with Speed Post facility within the distance of 5(five) kilo meters from the school.
- ix) The school must have records/reputation of holding the fair and transparent examinations.

- g) On receiving an application from a school to set up an Examination Centre there, the Board shall cause an inspection of the school through a senior and responsible officer of the Board, or a Member of the Board, or an educationist of repute, or a senior officer retired from the Government service.
- h) Before causing such an inspection, the Board should be satisfied that the school fulfills the basic infrastructural requirements to set up an Examination Centre there.
- i) The person drafted for inspection of the school shall conduct a thorough and detailed inspection of the school and shall submit a report in a format to be devised and provided by the Board.
- j) The Board shall examine such report threadbare, and take subsequent necessary action.

15) Withdrawal of Centre:

- a) If any report about deviation from the guidelines/regulations for conduct of examinations like malpractices, mass copying, unlawful external assistance to the candidates in writing answers of questions, non-deposition of answer scripts by the candidates etc., the Board after proper verification of such reports and after completion of the process of holding the examination wherein such deviations are reported, shall withdraw the Centre from such school.

16) Formation of Centre Committee:

- a) There shall be a President of the Centre Committee.



- b) There shall be a Secretary of the Centre Committee and the Officer-in-Charge of the Examination Centre shall be the Secretary of the Examination Committee and the custodian of fund and other confidential matters pertaining to the Examination Centre. Unless and otherwise required the Secretary shall be Head of the Institution of the School/ College.
- c) 4 (four) numbers of Head Masters/Principal of local schools/educational institutions including a female Head, if any, of a school/educational institution, directly associated with the affairs of the Examination Centre.
- d) 6(six) numbers of leading persons of the locality where the Examination Centre is located.
- e) The Officer-in-Charge of local Police Station/ Out Post, Post Master of the local Post Office and the Medical and Health Officer of the local Primary Health Centre or other Government Health Institution.
- f) The Centre Committee may co-opt local persons of repute and dignity as members of the Examination Committee, but such members should not be more than 5 (five).
- g) The points to be adhered to while constituting a Centre Committee are:
  - i) All Heads of the local schools/educational institutions including the educational institutions having classes upto Class-XII , teachers of all such educational institutions, guardians of the candidates, and members of the School Management Committee should be invited to the general meeting in the matter of constitution of the Centre Committee, by issuing a notice, where the purpose, time, date and venue of the meeting should be clearly stated, well ahead of time as specified in Clause 17(a) below.
  - ii) The meeting should be well represented and the numbers of invitees ideally should not be less than 200 (two hundred) and, however, the quorum of such a meeting would be formed at attendance of 50(fifty) numbers of such invitees. The Board insists on attendance of greater number of public in such meetings in the interest of smooth conduct of examination.
  - iii) The Board reserves the right not to approve the formation of the Centre Committee, if it receives the report to the effect that the general meeting was held in violation of any or all of the guidelines issued by it. In such cases, the Board may return such proposal directing reconstitution of the Centre Committee by convening the General Meeting afresh or may constitute a Special Committee at its own initiative to conduct the examination. Any objection, in constitution of the Special Committee by the Board at its own initiative, from any quarter, shall not be valid and the Board shall not be bound to accept and act on such objections.

17) Selection of the President and Secretary of the Centre Committee:

- a) The President of the Centre Committee should be any one of the local Member of the Parliament/ Member of the Legislative Assembly/ Gazetted Officer of the Government of Assam/ Principal of a Government/ Provincialized College/ Serving or retired Head of a

Secondary School having good reputation in the locality or a distinguished Educationist of the Locality.

- b) A Principal of a local Higher Secondary School/ Head Master or Headmistress of a Government/ Provincialised/ Recognized High School, who can efficiently and smoothly conduct the examination, should be selected as the Secretary of the Centre Committee.
- c) In the selection of the President and Secretary of the Centre Committee, the seniority, status and personality of the person concerned should be given more weight.

**18) Serving of Notice:**

- a) The notice of the General Meeting is to be served at least 10 (ten) days ahead of the scheduled date of the meeting. The copies of such notices are also to be displayed in the Notice Board of the educational institutions and other conspicuous public places.
- b) The Heads of all educational institutions, located in the area of jurisdiction of the Examination Centre) having classes upto Class-X or Class-XII or Only Class XI and Class-XI should remain present in the General Meeting. If, however, any of them is unable to attend the meeting, he/she must inform the convener in writing about his/her inability to attend the meeting. All such written intimations along with the proceedings of the meeting must be annexed to the proposal of setting up the Examination Centre to the Board.

**19) Officer-in-Charge of the Examination Centre:**

- a) The Secretary of the Centre Committee shall be the Officer-in-Charge of the Centre.
- b) The Officer-in-Charge shall be the custodian of relevant and confidential papers and fund meant for the examination. He/ She must have full control and authority over the Examination Centre and the venue of examination.
- c) The Officer-in-Charge must remain present in the Examination Centre during the full period of examination and must not take any extra assignment during the period of examination.

**20) Duties and functions of the Officer-in-Charge:**

- a) The Officer-in-Charge of the Examination Centre shall perform all duties assigned to him/her by the Board. The Board shall issue a separate and detailed instructions for the Officers-in-Charge of the Examination Centers.
- b) However, the Officer-in-Charge should satisfy himself/herself well before the commencement of the examination that the arrangements in aspects as per requirement of the Board are put in place and strictly adhered to.

- c) Non-adherence to the requirement of the Board and deviation thereof of any nature shall invite penal action like withdrawal of the Examination Centre and recommendation of disciplinary actions against the Officer-in-Charge by the Board.

21) Supervising Officer:

- a) The Board with the advise of Inspector of Schools/ Principal of lead colleges may depute any inspecting officer, to each Examination Centre to supervise the conduct of examination in the Center.
- b) It shall be duty of the Supervising Officer to ensure that all arrangements, as per guidelines and requirements of the Board, are made and put in place in the Examination Center.
- c) In the interest of smooth conduct of the examination the Supervising Officer shall work in tandem with the Officer-in-Charge of the Examination Center, and after completion of the examination, shall submit a report to the concerned Secretary or Controller of Examinations in a prescribed proforma, on the matter of status of holding the examination in the Center with specific mention of adoption of unfair means/ misconduct etc., if any.

22) Zonal Supervising Officer:

- a) The Board may depute Inspecting Officer of Education Department/ retired Senior Officer of the Board/ Member of the Board/ Serving or retired teacher of a University / Serving or retired teacher of a Government or Provincialized Degree College, to supervise conduct of examination in a cluster of examination centers.
- b) It shall be duty of such Zonal Supervising Officer to see that all necessary arrangements have been made for fair and smooth conduct in accordance with the guidelines/instruction of the Board and shall advise the Center Committee to improve the environment/steps to be taken to ensure better conduct of the examination wherever necessary.
- c) The Zonal Supervising Officer, at the end of the examination, shall submit a report, in a prescribed proforma, covering all aspects of the status of conduct of examination in the Centers he/she has visited.

23) District Zonal Supervising Officer:

- a) The Inspector of Schools of district shall be appointed as District Examination cum Zonal Supervising Officer to oversee the conduct of the examination in the concerned district.
- b) In the event of non reporting of any Supervising Officer to his/her allotted duty, the District Zonal Supervising Officer shall be empowered to appoint another Supervising Officer immediately.

**24) Code of Conduct of the Candidates/ Duties and responsibilities of Invigilators/ Supervisors etc.:**

Each year the concerning Divisions of the Board will prepare a detailed memorandum of instructions to be followed by the Centre i/c, Invigilators, Candidates etc., as per the need and all the concerned will have to follow the instructions carefully both the letter and spirit.

**25) Expulsion of Candidates:**

- a) The candidates are forbidden to carry into the examination hall or have in possession during the hour of examination, any printed material or any writing, scribbling or mobile phone, calculator or any other electronic device. Any such article carried into the examination hall or found in possession of candidate in contravention of this Rule shall be liable to be seized by the Officer-in-Charge, and the candidate shall be expelled.
- b) If the candidate throws away the printed material or any writing or scribbling, when the invigilator attempts to confiscate it, the printed material or any writing or scribbling are to be recovered and a report to this effect is to be submitted to the Officer-in-Charge.
- c) If the invigilator states convincingly that the printed material or paper having writing or scribbling enclosed to his/her report were found by him/her in the possession of the candidate, and if the Officer-in-Charge is satisfied with such statement of the concerned invigilator, then the candidate shall be expelled from the examination.
- d) A candidate shall, in no manner, help or try to help any other candidate, nor obtain or try to obtain any help from any other candidate or person in the examination hall to write answer of a question or questions. The candidate, who violates this Rule shall be liable for expulsion.
- e) Any attempt to adopt unfair means in the examination, breach or attempt to breach any of the regulations by any candidate shall lead to expulsion of such candidate by the Officer-in-Charge from the examination or any part thereof, and such other penalties and the Board may decide.
- f) The Officer-in-charge can expel any candidate, who threaten or intimidate any invigilator, without seeking any further explanation from the candidate.
- g) The candidates found copying from any printed sheet, handwritten sheet or any other kind of writing, having bearing on the subject of examination, are liable for expulsion. In such cases the Officer-in-Charge of the Centre shall obtain a statement from the candidate stating his/her offence, and expel him/her or debar him/her from appearing in the examination of the remaining papers.
- h) The Board shall also confirm the expulsion of any candidate by the Officer-in-Charge during the examination and may also decide on further penalty to be imposed, if considered necessary, on such candidates on the recommendation of the Examination Committee.

**26) Appointment of Question Paper Setters and Moderators:**

- a) The Question Paper Setters and Moderators shall be appointed 6(six) six months ahead of the scheduled date of commencement of the concerned examination, by the concerned Controller of Examinations.
- b) A panel of at least 3(three) persons for Question Paper Setters and Moderators against each subject be prepared by the Controller of Examination.
- c) No person, whose son (or sons), daughter (or daughters), or any near relative shall appear in the concerned examination is to be appointed as Question Paper Setter or Moderator for such examination.
- d) A declaration, in a prescribed proforma, to this effect along with the acceptance thereof of, by the person proposed to be appointed as Question Paper Setter or Moderator, is to be obtained by the Controller of Examinations from such persons.
- e) The Controller of Examination of the concerned examination shall issue appointment letters to Question Paper Setters.
- f) Utmost secrecy on the entire matter of appointment of Question Paper Setters, Moderators and setting of question papers and moderation thereof, to be maintained by the Controller of Examinations as well as by the persons appointed as Question Paper Setters and Moderators, and a declaration to this effect may be obtained from the concerned persons in a proforma to be devised by the Board.

**27) Qualification for Question Paper Setters and Moderators:**

No one shall be appointed as question Paper Setter or Moderator unless he/she possesses the following qualifications:

- a) Teaching experience in a University or recognized College/Senior Secondary School/ Higher Secondary School or High School or for at least 10 (ten) years in the concerned subject.
- b) In the case of such a person having an exceptionally brilliant academic carrier or having exceptional expertise in the concerned subject, the required teaching experience may be relaxed by the Board for 5(five) years.

**28) Framing of Question Papers:**

- a) The Question Papers shall be set sufficiently ahead of the scheduled dates of examinations.
- b) The Question Papers shall be of such nature that not only the knowledge but also the understanding, comprehensive application and skill of a candidate can be tested and gauged through it.



- c) The language of the Question Paper is to be clear, precise and unambiguous.
- d) Every Question Paper Setter shall be provided with (i) syllabus (ii) text book of the concerned subject and (iii) a model question paper with blue prints.
- e) The Question Paper Setter shall give in detail the scheme of awarding marks and the guidelines for evaluation answers and awarding marks in a separate sheet of papers.

29) Moderation:

- a) The Question Paper, after it has been received from the Question Paper Setter, shall be moderated by one or more experts of the subject.
- b) It shall be the duty of the Moderator to see and ensure that the questions set are of clear and unambiguous language, of required standard and within the purview of the syllabus and divisions of marks against the questions are clearly stated there.

30) Practical Examinations:

- a) Practical examinations of each Division shall be conducted in accordance with the guidelines given by the respective Controller of Examinations, subject wise with details of syllabus and marking pattern.
- b) All practical examinations will be conducted in all the recognized institutions of the concerning Division of the Board, in accordance with the Guidelines provided by the Controller of Examinations.

31) Printing of Question Papers:

- a) The printing of question papers shall be done with utmost secrecy. The Selection of the printing press/presses for printing of question papers shall be done by the Chairman, Vice Chairman and the Secretary of the concerned Division, by observing proper formalities in a confidential manner.

32) Custody of Printed Question Papers:

- a) On receipt of the printed question papers from the printing presses, the concerned Controller of Examination shall keep such question papers in his/her custody. The sorting of Question Paper has to be done in the printing press only.
- b) To ensure non disclosure of the question paper at any stage, the non access of other persons to such question papers is the personal responsibility of the concerned Controller of Examination.



**33) Despatch of Question Papers:**

- a) The question papers for each Examination Centre shall be well packed and properly sealed in the printing press itself, before dispatch to the Board/ Examination Districts/ Centre.
- b) The concerned Controller of Examinations shall personally ensure that that the packets have been properly packed with required number of question papers and sealed and duly dispatched to the Treasury or Police Station as the case may be.

**34) Appointment of Examiners and Scrutinizers etc.:**

- a) The concerned Controllers of Examinations shall call for lists of eligible graduate teachers of High Schools and Higher Secondary Schools and post graduate teachers of Higher Secondary Schools from (i) the Inspector of Schools of the districts (ii) University teachers from the Head of Departments of the Universities (iii) college teachers from the Principals of the recognized Colleges for appointment as Examiners, Scrutinizers and Chief Scrutinizers for examinations under Division-I and Division-II of the Board, through a portal to be opened before 2 months of examination and the lists are to be collected in a standard format, to be devised by the Board, having the provision of collection of information like length of service, subject taught, details of experience of working as Examiner, Scrutinizers and Head Examiners and other related information against each teacher proposed to be appointed as Examiners, Scrutinizers and Head Examiners for examinations under Division-I and Division-II of the Board, separately.

The list shall be administered by the concerning evaluation zonal officers and in case of exigencies, he/she may call additional teachers for evaluation.

- b) The minimum qualification to be an Examiner shall be as below:
  - i) Examiners (of examinations under Division-I of the Board) shall be a teacher of a recognized High School having experience of teaching of the subject in Class-IX and Class-X for 5(five) years.
  - ii) Examiners (of examinations under Division-II of the Board) shall be teachers of the recognized Colleges, Higher Secondary Schools, Senior Secondary Schools having experience of teaching the subject for 5 (five) years.
- c) Duties of the Examiners/ Assistant Zonal Officer/ Zonal Officer:
  - i) Each examiner of a subject is expected to examine 250 (two hundred fifty) to 300 (three hundred) or less number of answer scripts within a period of 15(days).
  - ii) As soon as the examiner receives the packets of the Answer Books, he/ she shall carefully check the packing and the seal on the packets so as to satisfy himself/herself that the packets are not tampered with. If the packets are prima facie tampered with, then he/should immediately bring it to the notice of the Zonal Officer through the quickest

mode of communication and take subsequent necessary actions as per instructions of the Zonal Officer.

- iii) If the packets are found in order, he/she should open it and count the Answer Books and acknowledge receipt immediately, if numbers of the Answer Books tally with the number recorded on the Top Sheet of the packet/packets. In such cases where the numbers of Answer Books found in the packet/packets are more or less than the number recorded on the Top Sheet, he/she should report the matter to the Zonal Officer in the acknowledgement itself.
- iv) It is the duty of the Examiner to examine and evaluate the answer books with due care, diligence, calmness and precision and with a sense of justice, equity and fairness and without any bias, prejudice, equity and fairness and with strict secrecy.
- v) The Examiner shall record the marks scored by the candidate in the answer of each question and shall record answer wise score in the proforma on the cover page of each Answer Book and add the total of such marks scored.
- vi) The Examiner shall enter the total marks scored by each candidate in the folios of the mark foils against the Roll Numbers serially.
- vii) The Examiner shall pack and seal serially arranged examined and evaluated answer books with due care and caution and submit the same to the competent authority strictly within the stipulated time. Failure to submit the examined and evaluated Answer Books within the stipulated time shall be treated as a disqualification for future appointment as an Examiner.
- viii) In the case of any doubt or suspicion of adoption of unfair means by the candidate that the Examiner has doubted while examining /evaluating an Answer Book, the examiner shall submit a report enclosing the doubtful Answer Book to the Head Examiner. The Head Examiner shall peruse that report, and if he/she finds that the suspicion /doubt of the examiner has ground, he shall forward the report of the examiner with his/her remarks/views along the Answer Book placing in a separate envelope/cover with inscription of "doubtful answer book" to the concerned Controller of Examinations of the Board for further necessary action.

The minimum qualification to be a Scrutinizer shall be as below:

- i) The Scrutinizer (of examinations under Division-I of the Board) shall be a teacher of a recognized High School having experience of examiner of the subject in any examination under Division-I of the Board for 5(five) years. He/ She shall have to have experience of at least 10(ten) years of teaching the subject in any educational institution having recognition and affiliation of the Division-I of the Board or in higher educational institutions.

- ii) The Scrutinizer (of examinations under Division-II of the Board) shall be a teacher of a University or recognized College or Higher Secondary School/ Senior Secondary School , having experience of performing duties of Examiner of the subject in any examination under Division-II of the Board for 5(five) years .He/She shall have to have experience of at least 10(ten) years of teaching the subject in any school having recognition and affiliation of the Division-I of the Board or in higher educational institutions.

e) Duties of the Scrutinizers:

- i) Each Scrutinizer of a subject is expected to scrutinize 8000(eight thousand) to 12,000 (twelve thousand) Answer Books within a period of 15(days). He/ She shall ensure that:
- ii) In each Answer Book the total number questions answered have not exceeded the numbers required to be answered, as instructed in the question paper. In instances where such discrepancy is detected, he/she shall take necessary action in accordance with the guidelines issued in this regard by the Board.
- iii) No answer in the Answer Book has been marked more than once.
- iv) More than allotted marks has been given against any question by the Examiner, and to ensure that marks are given strictly as per instructions of the Board.
- v) No Answer Book remains unevaluated.
- vi) No mistake/inaccuracies done in totaling the marks.
- vii) The marks recorded against each question inside the Answer Book are duly entered in the proforma of the cover page of the Answer Book.
- viii) The marks given in the Answer Books tally with the corresponding mark sheets prepared.
- ix) All Answer Books as noted on the top sheets and mark foils are there in the corresponding packet.
- x) To bring any discrepancy noticed in any aspect of the process of examination and evaluation to the notice of the Head Examiner for necessary action.
- xi) The scrutinizer shall not alter marks in any Answer Book or mark foils.
- xii) He/ She shall maintain utmost secrecy about the duties allotted, and performed.
- xiii) Should do any duty allotted to him/her by the Head Examiner.

**35) Appointment of Head Examiners:**

- a) The minimum qualification to be a Head Examiner shall be as below:
- i) The Head Examiner (of examinations under Division-I of the Board) shall be a Post Graduate teacher of a recognized High School/Higher Secondary School/Senior Secondary School having experience of teaching the subject of which he/she is proposed to be appointed as the Head Examiner. A graduate teacher/ Principals / Head Masters/ Headmistress of recognized High School/ Higher Secondary School/Senior Secondary Schools, having 20(twenty) years of experience of teaching may also be selected as Head Examiner of the subject he/she has taught.
  - ii) Head Examiner (of examinations under Division-II of the Board) shall be a teacher of a University or recognized College or Higher Secondary School/Senior Secondary School, having experience of Examiner of the subject in any examination under Division-II of the Board for 5(five) years. He/She shall have to have experience of teaching the subject in a University, recognized College or a Higher Secondary School/ Senior Secondary School for 10(ten) years.
- b) Duties of Head Examiner:
- i) The Head Examiner shall be required to be present every day at the venue of the scrutiny work as per programme notified by the concerned Division of the Board. At the first day, he/she shall address the Examiners and the Scrutinizers in an assembly and apprise them of their duties and responsibilities in the evaluation work and the output expected from them by the Board.
  - ii) The Head Examiner shall examine 5(five) percent of the Answer Books examined by each examiner and ascertain the standard of his/her evaluation and to ensure that the instructions issued by the concerned Division of the Board in the matter of examination and evaluation of the answer books are scrupulously adhered to by the examiners.
  - iii) If the Head Examiner finds any under marking or over marking in any Answer Book , he/she may add or deduct , as the case may be , such marks as he/she deems justified , provided that the total of such addition or deduction shall not be more than 10(ten) percent of the total marks of the question paper.
  - iv) If the Head Examiner feels with justified ground/grounds that a packet of Answer Books require re-examination, he/she shall submit a report in this regard to the concerned Controller of Examinations to take further necessary action over the matter.
  - v) On conclusion of his/her works, the Head Examiner shall, under a confidential cover and in the prescribed proforma, shall submit a report to the concerned Controller of Examination highlighting the performance of the Examiners, Scrutinizers and the Examinees.

vi) He/she shall also rectify the mistakes as described in the Clause 36 below.

36) Detection of Mistakes and Rectification thereof:

- a) If any mistake is detected in an Answer Book, already examined and evaluated by an Examiner, by the Scrutinizer, then he/she shall bring it to the notice of the Head Examiner concerned immediately.
- b) The Head Examiner shall exercise recheck and verification, if he/she is satisfied that the mistake so detected by the Scrutinizer is genuine, then he/she shall add or deduct or alter the marks already recorded by the Examiner as the case may be in, record the marks so corrected in the appropriate space against the concerned answer inside the Answer Book, on the cover page and also in the mark foils and put his/her signature below the correction done.
- c) The failure of a Scrutinizer to attend his/her duties in the specified time and according to the provisions of the Regulations shall entail cancellation of his/her appointment beside making him/her ineligible for future appointment in any examination related duties under the Board.

37) Formation Zonal Offices and Duties of Zonal Offices:

- a) The Board shall frame rules and guidelines in respect of formation of the Zonal Offices for evaluation works assigning duties and functions of Zonal Officers and Assistant Zonal Officers and the criteria of selection of the location of the Zonal Offices, facilities/amenities to be put in place in such Zonal Offices shall be decided by the concerned division of the Board from time to time.

38) Tabulation:

- a) As soon as the marks awarded to the candidates of the examinations are received, such marks shall be tabulated in the Computerized Tabulation Register in duplicate. After announcement of the results of the examinations, the first set of the Computerized Tabulation Register shall be kept in the custody of the Secretary of the concerned Division and the second set at the custody of the concerned Controller of Examinations for use in issuing duplicate Mark Sheet etc.

39) Withholding of Results/ Cancellation of Examinations:

- a) The Board reserves the right to withhold the result of any candidate, who is suspected of adopting unfair means and indulged in misconduct as per report of the Officers-in-Charge/Sector Officers/Zonal Sector Officers, till final disposal of such reports.
- b) If, on completion of the investigation/inquiry into the matter, conclusive evidences that corroborate that the candidate had adopted unfair means/ indulged in misconduct, are found, then the Board shall cancel the examination of the concerned candidate for that year only.



- c) All cases of adoption of unfair means indulging in misconduct by candidates in the course of the examination shall be scrutinized and processed by the Examination Committee.
- d) The Board also reserves the right to withhold the result of any candidate who has failed to deposit the fees of examination or other dues, till clearance of such fees and dues.
- e) The Board shall also have the right to withhold the result of a candidate, against whom complaints of indulging in irregularities of any kind are received, till disposal of such complaints.
- f) The Board may withhold the results of the candidates of a whole Examination Centre against which complaints/reports of mass copying have been received by concerned Sector Officer/Zonal Sector Officer or any other competent officer, and after due inquiry find substance in the contents of such complaints/reports. Such reports shall be examined by the Examination Committee and on the recommendation of the Examination Committee, the Board may cancel the examination of such candidates.
- g) The Board also reserves the right to declare any candidate who appeared in the examination disobeying the rules of the examination, as disqualified.

40) Publication of the Result:

- a) On the recommendation of the Examination Committee, and approval of the Chairman of the Board thereon, the Secretary of the concerned Division of the Board may issue order for publication of the results of any examination, which may be regularized in the next meeting of the Board for approval.

41) Minimum Pass Marks:

- a) The minimum pass mark in each subject whereof examination is taken or of the examination as a whole shall be decided by the Board.

42) Marks sheet cum Pass Certificate:

- a) The Board shall issue Marks sheet cum Pass Certificate to each candidate, who is declared passed in an examination by the Board. The form and contents of such certificates shall be decided by the Board.

The failed candidate can download their marks sheet from the notified website/ app or approach the concerned Division of the Board for a signed hard copy of Marks sheet.

43) Duplicate Copies of Admit Card, Mark Sheet and Pass Certificate:

The duplicate copies of Admit Cards, Mark Sheets, and Pass Certificates shall be issued in the cases of loss, theft, damage of the original one on submission of application in the prescribed form as per procedure laid down below and on payment of required amount of fees, through online process only. All Duplicate certificates shall be sent by posts.



**44) Remuneration:**

- a) Remuneration of all officers engaged in different aspects of the stages like setting of question papers, moderation, holding of examination, examination and evaluation of the Answer Books etc shall be paid at the rates to be determined by the Board.

**45) Custodian of Documents:**

- a) The Secretary of the concerned Division of the Board shall be the custodian of all examined and evaluated Answer Books.
- b) No person shall be allowed to make copy of any such Answer Book in part or whole for perusal/verification and proposed legal recourse.
- c) The Secretary of the concerned Division of the Board reserves the right to hand over such Answer Books for the purpose of re- examination or for purpose of similar nature.
- d) The Answer Books of any examination, conducted by the Board shall be disposed of after 4 (four) months, unless and otherwise or any other span of time as per direction of any appropriate authority, of the date of announcement of the result of such examination, if no direction otherwise is received, the answer scripts or all other documents shall be disposed after 4 months of the date of declaration of result.

**46) Preservation of Records:**

- a) All records, except manuscripts/ Tabulation Registers, shall be disposed of after 4(four) months of the date of announcement of the result of such examination, if no direction otherwise is received, in the manner to be decided by the Board.

**47) Re-Checking:**

- a) A candidate, who appeared in any examination conducted by the Board, may apply for re-checking of Answer Books by paying necessary fees, as determined by the Board and within such time as fixed by the Board from time to time.
- b) However, re-checking shall not mean re-valuation of the Answer Book /Answer Books in question. In the re-checking only re totaling of the marks awarded by the Examiner shall be done.
- c) Examination and evaluation of the answer or answers, if found unevaluated in the Answer Book, shall be done and marks scored in such evaluation shall be added to the total score of the candidate in the subject and as a whole.
- d) Necessary corrections of incorrect entry of marks of any manner and nature shall be done during the course of re-checking.

- e) The re-checking of the Answer Books shall be done by persons of the status of Head Examiner and Senior Examiner, who shall be selected by the Secretary of the concerned Division of the Board with approval of the Chairman of the Board.
- f) After re-checking, the concerned Answer Books together with the findings of the person/persons appointed for re-checking, shall be returned to the concerned Controller of Examinations for further necessary action.
- g) Marks obtained by a candidate in re-checking shall be final.
- h) The result of the re-checking shall be communicated to the candidate in the manner decided by the Board, within shortest possible time from the last date of submission of applications for re-checking of Answer Books.
- i) The Board shall frame separate guideline in matter of disposal of requests for furnishing photocopies of Answer Books.

48) Assam State Open School system

As envisaged by the Section 3 (v), 17 (xxvii) of the Act, the Board will run open school system to cater to the needs of the learners who are either dropped out from school/colleges or could not continue their education due to socio-economic reasons but desire to continue their education with a motto to develop their livelihood.

- a) The Board will decide the mode of operation of this open school system keeping in view the system followed by the NIOS and other states.
- b) The Board will follow annual ODL program for learning as well as examination.
- c) Accredited Study Centre will be opened in the recognized Institutions only; however, examination center will be in Provincialised/Govt. institute only.
- d) Personal Contact Program will be organized in all the Accredited Study Center in every Weekend and holidays. In an academic session there must be at least 60 PCPs which is to be properly certified by the Center-In-Charges.
- e) On line mode must be used for Admission and Registration of the students, examination form fill up process and other processes as decided by the Board.
- f) Student learning materials will be chosen from the available sources like, from those followed by NIOS and other states or the Board may develop such learning materials.
- g) There shall not be any credit transfer facility but, credit accumulation system may be adopted by the Board.

- h) Firms for confidential works are to be selected from outside the state.

49) WRITTEN EXAMINATION FOR RECRUITMENT TO THE POSTS OF GOVT. OF ASSAM

As empowered by the Act in Section 17(xxviii) the Board will hold written examinations of any recruitment test as entrusted by Govt. of Assam. The Board will not hold any recruitment test for any other organization if not entrusted by the Govt, on receipt of required fund.

It will be prerogative of the Board to decide on development of confidential materials, selection of security press and selection of firm for confidential works.

The Board will develop procedures of such examinations based on experience and advice of the Government.

### CHAPTER-V

1) Removal of Difficulties:

If any difficulty arises in giving effect to any provision of this Regulations, the Board may take such steps or issue such orders not inconsistent with the provisions of those Regulations as it may consider necessary to remove difficulty.

2) Validation of Past Actions:

All orders issued or actions taken in this regard prior to commencement of this Regulations shall be deemed to have validity made or taken.

3) Relaxation:

Where the Board is satisfied that operation of any provisions of this Regulation causes hardship in any particular matter, the Board may order to dispose of with or relax the requirement of that Regulation to such an extent and subject to such conditions as the Board may consider necessary for dealing with the case in a just and equitable manner in rare case.

4) Repeal:

All the earlier resolutions, if any, adopted by the Board, relating to this Regulations are hereby repealed.

5) Amendment:

The Board shall have the power to amend or repeal any or all of the provisions of this Regulations.

6) Authority for Interpretation:

If any doubt arises about the interpretation of any of the provisions of this Regulations, the decision of the Board shall be final and binding.